Panafax

UF-160

USER'S GUIDE
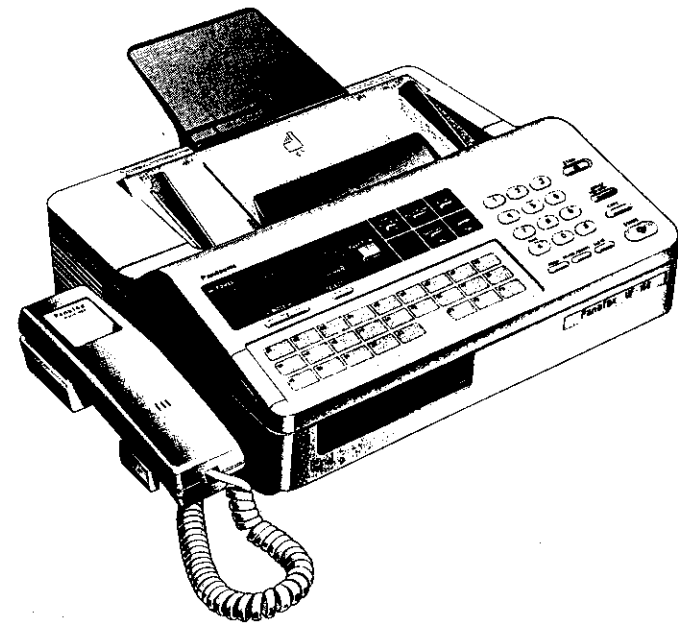
Panasonic

Main Name Plate

Rear View

INTRODUCTION

The UF-160 is one of the most advanced models in the Panafax family of G3/G2
compatible, desktop facsimile machines. It features a full range of speed dialing
techniques designed to make sending faxes easier, faster and more economical.

Anyone can learn how to use the most frequently used features with a few minutes
of simple practice. However, because the UF-160 has the capacity to perform so many
different functions, not everyone will need to learn every feature.

This User's Guide will help you to use your UF-160 quickly and easily. The Table
of Contents shows where to find information on every feature. Although we recommend
that you at least review each section briefly, you may need to read only the sections
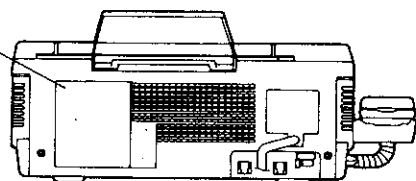that concern the feature(s) you are interested in.

┌─ **WARNING TO USERS** ───────────────────────────────┐

THIS EQUIPMENT IS NOT INTENDED FOR USE IN PARALLEL WITH OTHER
DEVICES.

USERS ARE ADVISED TO IMMEDIATELY DISCONNECT THE EQUIPMENT
SHOULD IT EVER SUFFER PHYSICAL DAMAGE WHICH RESULTS IN THE
INTERNAL PARTS BECOMING ACCESSIBLE IN NORMAL USE. IN THIS
INSTANCE USERS SHOULD HAVE THE EQUIPMENT REPAIRED OR
DISPOSED OF.

DISCONNECT THE TELECOM CONNECTION BEFORE DISCONNECTING THE
POWER CONNECTION PRIOR TO RELOCATING THE EQUIPMENT, AND
RECONNECT THE POWER FIRST.

└───┘

CONTENTS

External View

Front View

Labels: ADF (Automatic Document Feeder), Control Panel, Handset, Speaker Volume Control, Receiving Unit

Main Name Plate

Rear View

Control Panel

SELECT
Used to switch Basic Transmission settings.

MODE ⊟ and ⊞
Used to set Total Pages, Individual Transmission Journal, etc.
Also used to select Sub-functions (i.e., instead of pressing the sub-function number key, you can scroll in opposite directions by pressing either key repeatedly).

Display
Shows Date and Time, or the current operation.

Power Lamp
Lights when the power is ON.

XMT RESERVE
Used to reserve transmission when the machine is still receiving.

HALF TONE
Provides ON and OFF settings for halftone documents.

FUNCTION
Used to start or set the following functions and sub-functions:
1. DEFERRED COMMUNICATION
2. RELAYED
3. POLLING
4. TRANSMISSION & POLLING
5. CONFIDENTIAL COMMUNICATION
6. PRINT OUT
   ① JOURNAL PRINT
   ② ONE-TOUCH/ABBR. NOS.
   ③ PROGRAM LIST
   ④ FAX PARAMETER LIST
   ⑥ INDIVIDUAL TRANSMISSION JOURNAL

7. SET MODE
   ① USER PARAMETERS
   ② RELAYED TRANSMISSION & CONF.
      COMM. PARAMETERS
   ③ ONE-TOUCH/ABBR. NOS.
   ④ PROGRAM KEYS
   ⑤ FAX PARAMETERS

NOTE
Any function can be started by first pressing [FUNCTION] and the function's number key, or by pressing [FUNCTION] repeatedly until the function appears on the display.

Panasonic

POWER

FUNCTION

XMT RESERVE   HALF TONE   STAMP

ORIGINAL   RESOLUTION

− MODE +   SELECT

01	02	03	04	05	06	07	08	09
10	11	12	13	14	15	16	17	18
19	20	21	22	23		P1	P2	P3

① ② ③   STOP ⊘
④ ⑤ ⑥   SPACE TEL/DIAL
⑦ ⑧ ⑨   COPY
TONE
✳ ⓪ #   START ◇

ABBR PAUSE/REDIAL CLEAR

Keypad
Used for Direct Dialing, recording phone numbers, and selecting functions.
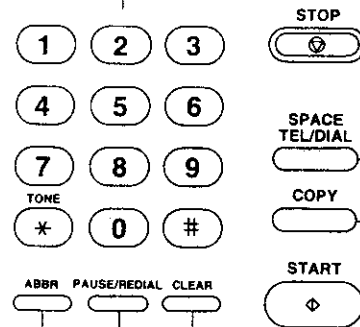
STOP
Used to cancel operations. When it is pressed, the machine will return to standby.

SPACE TEL/DIAL
Used to start Direct Dialing, and to enter a space in recorded telephone numbers.

COPY
Used to make document copies.

START
Used to start or set operations.

CLEAR
Used to erase the previously entered input.

REDIAL or PAUSE
Used to start Redialing, or to enter a pause when recording or dialing a telephone number.

ABBR
Used to start Abbreviated Dialing.

Program Keys (P1 ~ P3)
Used to record long dialing procedures, Group Number keys, and extra One-Touch keys.

One-Touch/Character Keys (01 ~ 23)
Used for One-Touch Dialing and recording letters and symbols.

ORIGINAL
Used to set Normal, Dark, or Light. Also serves as an arrow key (<), together with RESOLUTION (>), to move the cursor over recorded numbers and characters.

RESOLUTION
Used to set Normal, Fine, or Super-Fine. Also used as an arrow key (>), together with ORIGINAL (<), to move the cursor over recorded numbers and characters.

STAMP
Used to set the Verification Stamp ON or OFF.

Function Key

	─ Setting Total Pages	(page 37)
	─ Automatic Individual Transmission Journal ON/OFF	(page 39)
	─ Setting to be Polled	(page 55)
	─ Setting Password Transmission ON/OFF (see Note)	(page 129)
	─ Error Correction Mode ON/OFF	(page 38)
	─ Automatic Reception ON/OFF	(page 51)

[1]	Deferred Communication	(page 60)
[2]	Relayed (Multi-Station) Transmission	(page 111)
[3]	Polling	(page 55)
[4]	Turnaround Polling	(page 56)
[5]	Confidential Communication (see Note)	(page 123)

Print Out [6]

[1]	Journal Print	(page 76)
[2]	One-Touch/Abbreviated Dialing Number List	(page 80)
[3]	Program List	(page 82)
[4]	FAX Parameter List	(page 84)
[6]	Individual Transmission Journal	(page 77)

Set Mode [7]

[1] User Parameters	─ Date & Time	(page 20)
	─ Logo	(page 21)
	─ ID No.	(page 22)
	─ Polling Password	(page 53)
[2]	Relayed Transmission & Confidential Communication Parameters (see Note)	(page 122)
[3]	One-Touch/Abbreviated Numbers	(page 23)
[4]	Program Keys	(page 65)
[5]	FAX Parameters	(page 26)

NOTE

If the Fax Parameter is not preset to Valid Position, which enables you to use the function, the display will not show the function.

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2 INSTALLING YOUR MACHINE

Caution
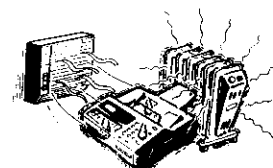
1. Do not install the machine near heating or air conditioning units.
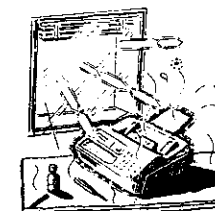
2. Avoid exposure to direct sunlight.
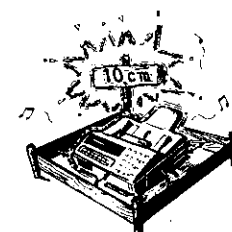
3. Install the machine on a flat surface, and leave at least 10 cm of space between the machine and other objects.
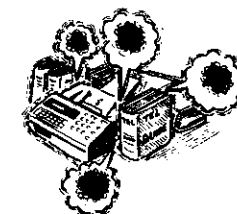
4. Do not block the ventilation openings.

5. Do not place heavy objects, or spill liquids on the machine.

Unpacking

Unpack the cardboard box referring to the illustration shown below. Inspect the machine for any shipping damage and check that you have all accessories illustrated.
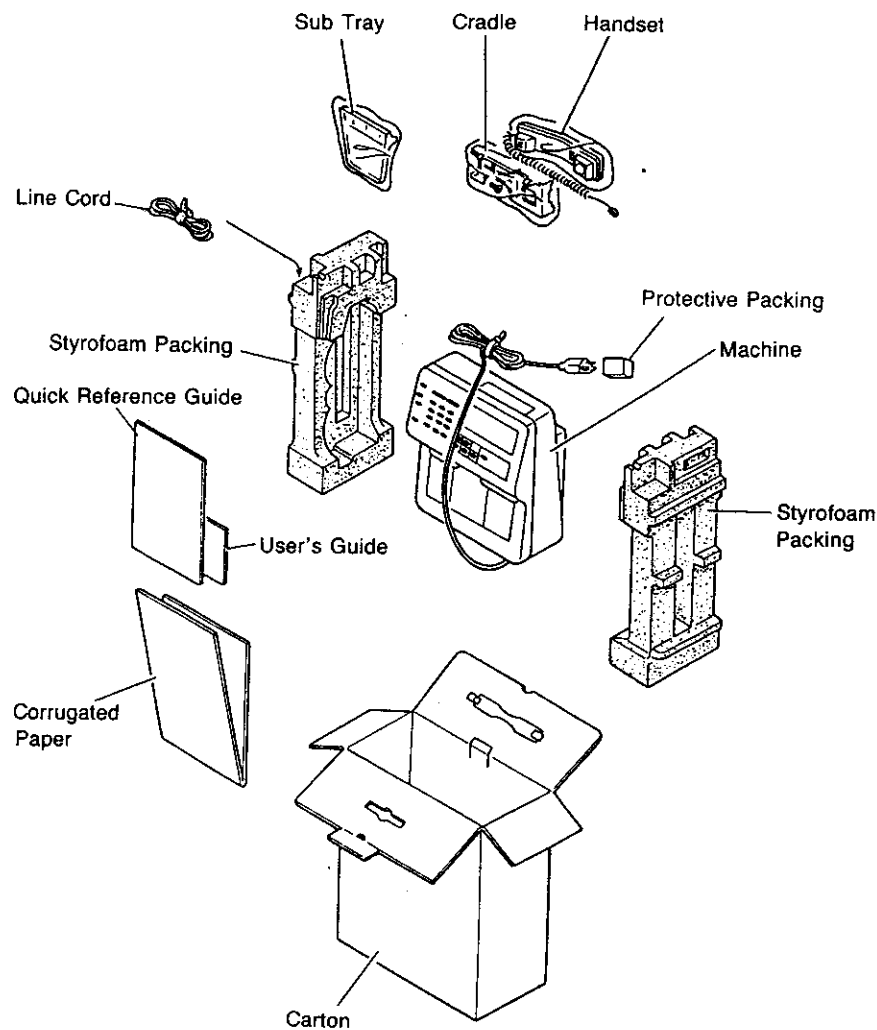
NOTE

When you purchase the machine, the line cord is attached to the machine.

Installing Sub-Tray

The ADF tray is provided as a part of the upper cover of the machine.
Install the sub-tray by inserting its brackets into holes on rear side of the upper cover and sliding it downwards until it locks into position. See the figure shown below.

2
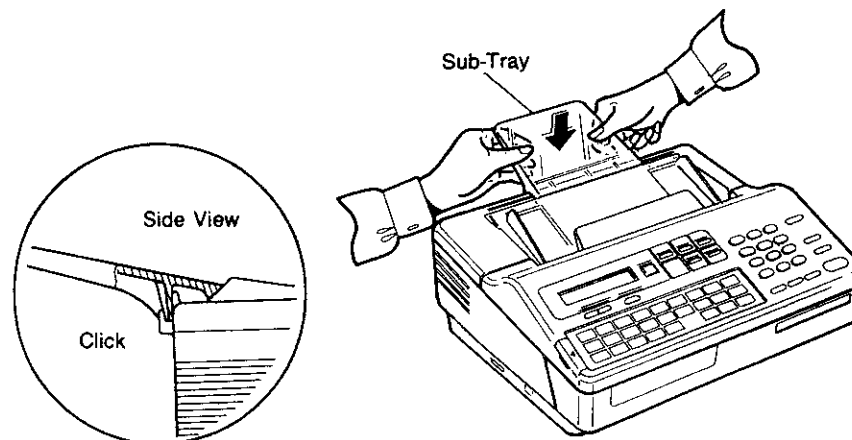
Installing Handset and Cradle

1. Plug the telephone handset into the jack on the left side of the machine.

2. Insert the telephone cradle hooks into the two slots on the left side of the machine and press down gently until it locks into place. Then insert the screw into the center of the cradle and tighten with a phillips screwdriver.

Before installing
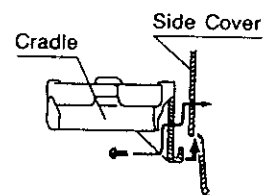
After installing
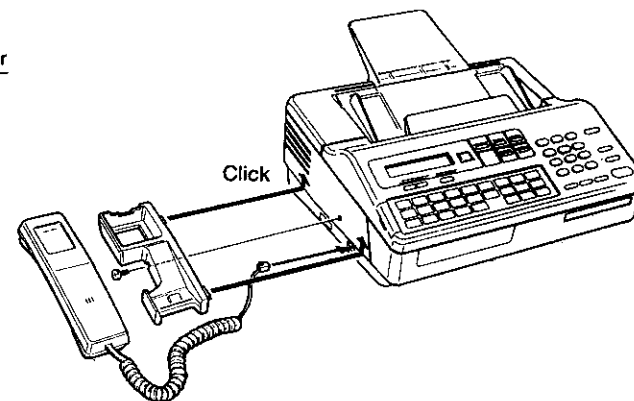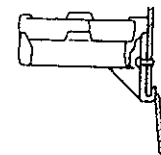
Connecting the Power Supply Cord

1. Plug the power supply cord into an ordinary AC outlet.

Telephone Line Cord

Power Supply Cord
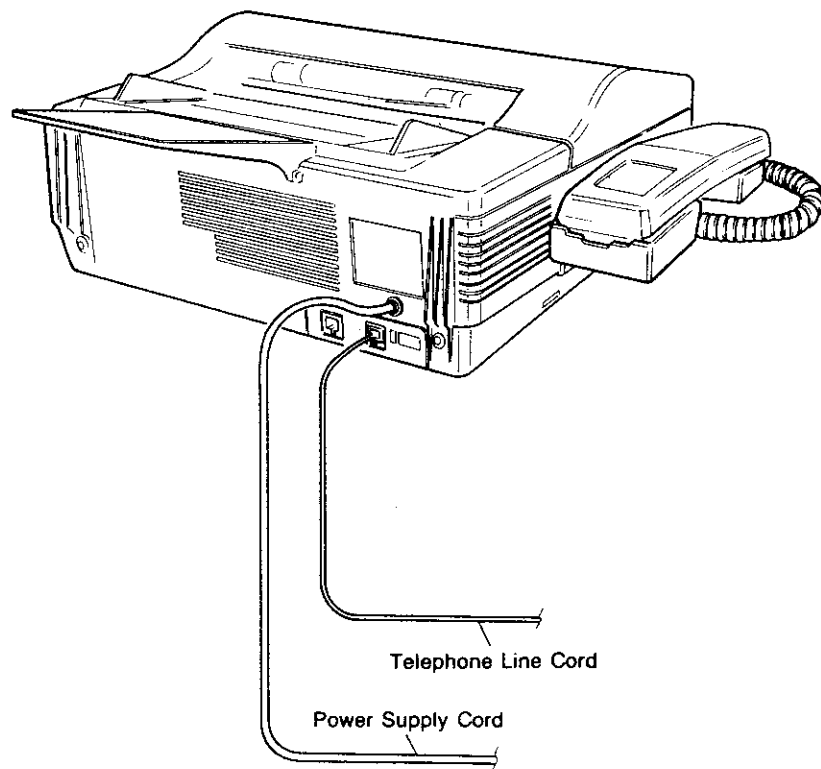
WARNING
When you operate this equipment, the socket-outside should be near the equipment and be easily accessible.

NOTE
The built-in rechargeable battery requires 48 hours to be fully charged.

Installing/Replacing Recording Paper

1. Press the latch button down on the right side of the cover and open the Receiving Unit.

(1) Remove the Head Protective Sheet.

Head Protective Sheet

ADF Protective Sheet

Receiving Unit
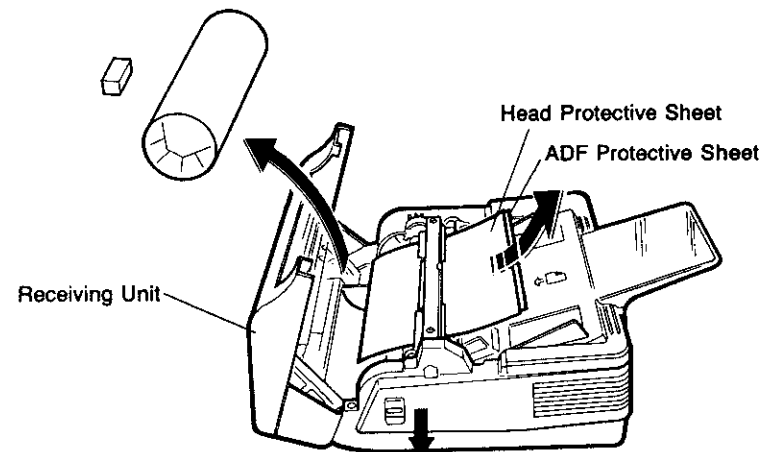
(2) Unlock the ADF unit by gently pulling up both sides of the ADF. Remove the ADF Protective Sheet and then lock the ADF unit.

ADF Protective Sheet
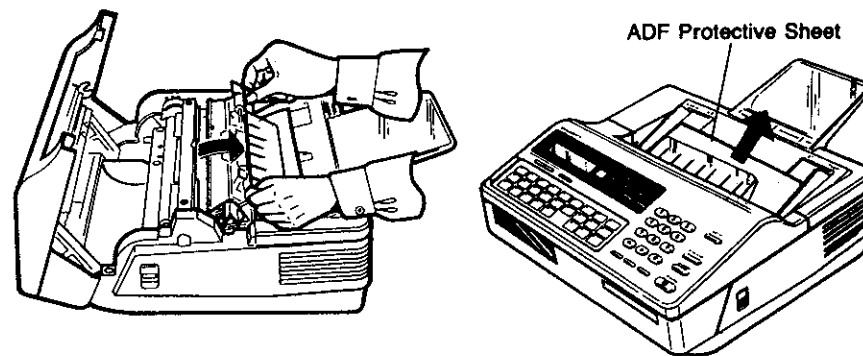
2. Set the recording paper into the unit and feed the leading edge of the paper between the guide plates of the cutter unit until it projects out of the unit. Make sure that the recording paper is set correctly as shown in the figure below. If it is set incorrectly, the machine will not reproduce images.

Recording Paper
Width Marks (▽)
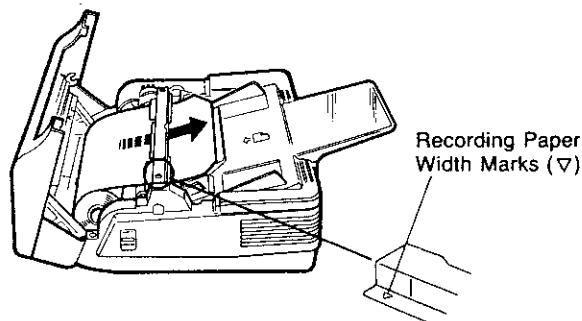
3. Close the Receiving Unit carefully by pressing both corners down until the cover locks into position (you will hear a "click" sound).

Click
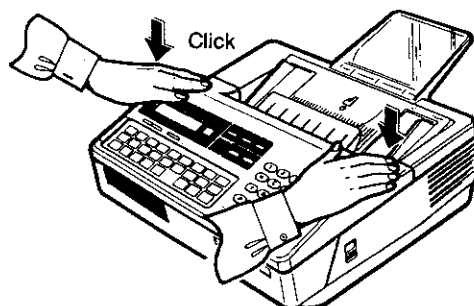
4. The recording paper projecting from the unit will be cut automatically. Remove this cut paper.

NOTE
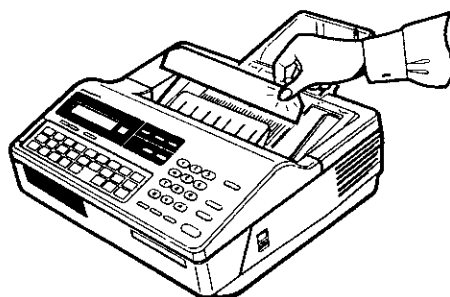
The top guide plate has marks indicating the width of the recording paper. When setting the recording paper, be sure to align the paper with the marks. (▽)

14

Setting the Dialing Method (Tone or Pulse)

Your facsimile machine can operate with either one of two dialing methods (Tone or Pulse), depending on the type of telephone line you are connected to.
Your facsimile machine is preset at the factory for Pulse (Rotary) Dialing. If your telephone line requires Tone Dialing, set your machine to Tone Dialing using the following procedure.

2

1	FUNCTION and 7	SET MODE NO.=█
2	5	FAX PARAMETERS
3	START	FAX PARAMETER NO.=█
4	Enter the Fax parameter number. Press 7 and START.	07 DIALING METHOD █:PULSE
5	Enter the new setting value. Press 1. 1 changes to Pulse Dialing. To return to Tone Dialing, press 2.	07 DIALING METHOD █:TONE
6	START	08 RELAY XMT REQUEST █:VALID
7	To return to standby, STOP	01-DEC-1990 15:00

NOTE

If you make a mistake entering the Fax parameter number, press CLEAR, then reenter the correct number.

15

Lightning Precautions

To minimize the possibility of damage due to lightning, a surge protector is built into your machine. Sometimes though this is not enough to protect the machine completely when a strong lightning surge comes through the telephone line or AC power line. To further protect the equipment when you know that a thunderstorm is coming, we recommend that you:

- Unplug the power cord from the AC outlet.
- Unplug the telephone line cord from the telephone jack.

Thunderstorm

Telephone Line Cord

Power Cord

NOTE
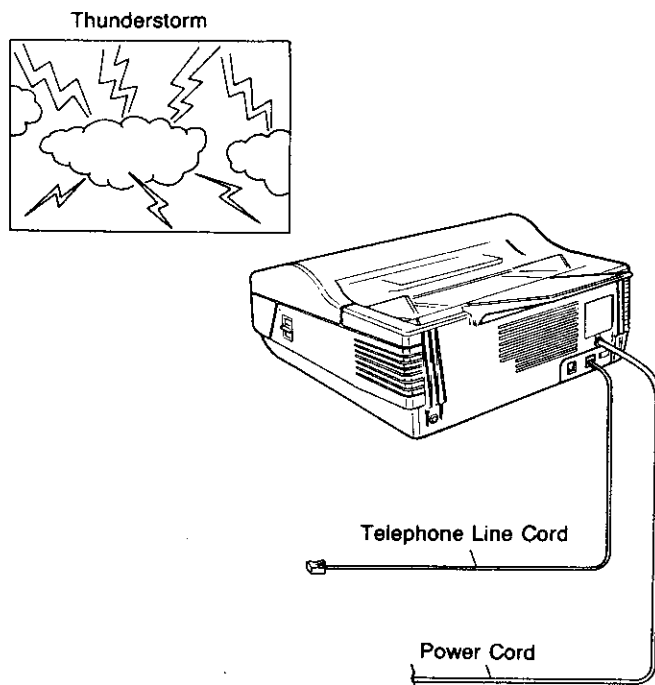
The built-in battery can back up the memory up to 7 days when fully charged. As soon as the thunderstorm is over, plug in the AC cord and telephone line cord.

16

Final Installation Test

After installing your machine, it is advisable to make a copy or send a fax by direct dialing to check if the machine is working properly.

2

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT  SET
```

2a COPY

(For more details, see page 50.)

```
* COPY *
```

2b SPACE
TEL/DIAL

 and a full number
Ex: 5 5 5 1 2 3 4
(For more details, see page 40.)

```
* DIALING *

```

```
* DIALING *
5551234
```

17

3 SETTING UP YOUR MACHINE

CHARACTER KEY LAYOUT UNDER THE ONE-TOUCH KEYS

The One-Touch keys on the control panel also serve as character and symbol input keys when you need to record your LOGO and other station names. This layout is printed on the panel under the Station Directory Sheet, which can be pulled out as shown below.
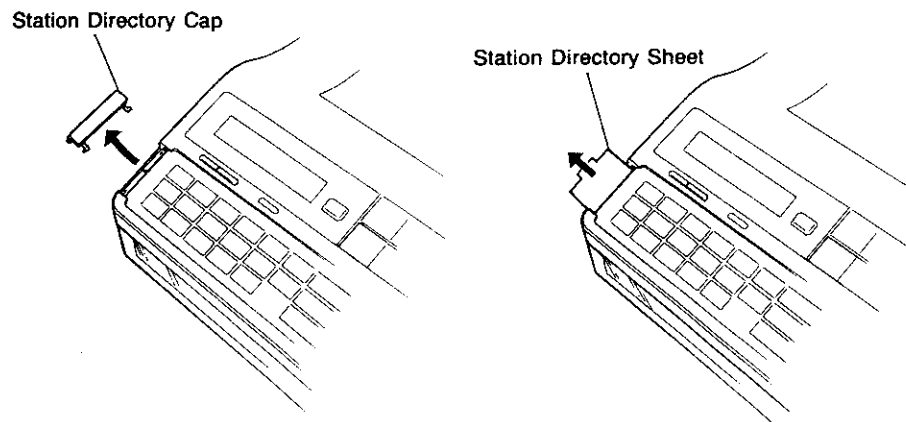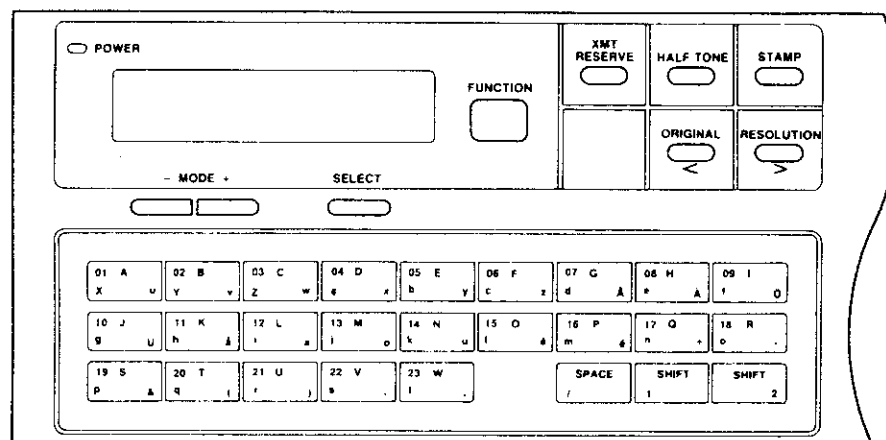
Station Directory Cap

Station Directory Sheet

Character Key Layout

NOTE

Whenever One-Touch keys are changed to the character key mode (to record your LOGO and other station names), capital letters are selected first. Use the [SHIFT1] / [SHIFT2] key to alternate to and from capital letters and small letters.

How to Select Characters

Whenever one-touch keys are changed to the character key mode (to record your LOGO and other station names), upper characters are selected first.
Use the [SHIFT 1] key or [SHIFT 2] key to select Lower right side characters or Lower left side characters.

① Upper Character (Black)

② Lower Left Side Character (Blue)   ③ Lower Right Side Character (Red)
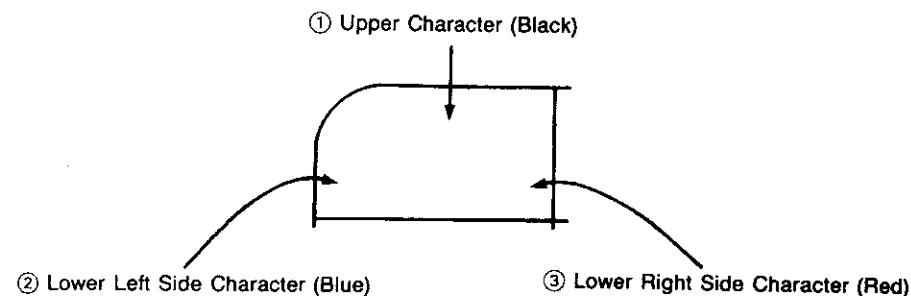
Command	LCD
① ⟶ [SHIFT 1] ⟶ ②	S1
② ⟶ [SHIFT 1] ⟶ ①	S1
① ⟶ [SHIFT 2] ⟶ ③	S2
③ ⟶ [SHIFT 2] ⟶ ①	S2
② ⟶ [SHIFT 2] ⟶ ③	S1 → S2
③ ⟶ [SHIFT 1] ⟶ ②	S2 → S1

USER PARAMETERS

How to Set the Date and Time

You can set or reset the date and time when your machine is in standby, or when you have already placed some documents on the ADF. To do so,

1 FUNCTION and (7)

```
SET MODE
        NO. =█
```

2 (1)

```
USER PARAMETERS
```

3 START

```
DATE & TIME
01-01-1900  12:00
```

The display will show the date and time. Use the keypad to enter the new month (two digits), day (two digits), year, and time (24-hour clock).

Ex: 01. DEC, 1990 15:00

[0][1][1][2][1][9][9][0]
[1][5][0][0]

If you make a mistake, use the [ORIGINAL] and [RESOLUTION] keys to move the cursor to the incorrect number, and then enter the new number over it.

```
DATE & TIME
12-01-1990  15:00
```

4 START

```
LOGO
█
```

To set the date and time,

Now you can go on and set the LOGO, or return to standby with [STOP].

```
01-DEC-1990  15:00
```
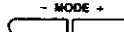
How to Set Your LOGO

The LOGO helps identify you to someone who receives your document. To set your LOGO (25 characters max.), use the One-Touch/Character keys (see page 18).

If you have just set the date and time and pressed [START], skip to Step 4 below. If not, start from step 1.

1 FUNCTION and (7)

```
SET MODE
        NO. =█
```

2 (1)

```
USER PARAMETERS
```

3 START and - MODE + or

repeatedly.

```
LOGO
█
```

4 Enter each letter, number and/or symbol in your LOGO using the One-Touch/Character Keys.

Ex: for Panafax HQ

[P][SHIFT1][a][n][a][f][a][SHIFT2]
[x][SHIFT2][SPACE][H][Q]

If you enter more than 20 characters, the display will not show the first 20 characters.

```
LOGO
Panafax HQ█
```

5 START

To set the LOGO,
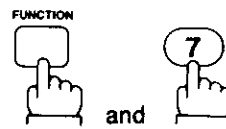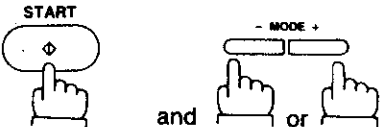
Now you can go on and set the ID, or return to standby with [STOP].

```
ID NO.
                    █
```

```
01-DEC-1990  15:00
```

How to Set Your ID Number

When you transmit, your ID will appear on the other person's display. When you receive documents, the sender's ID will appear on your display. We suggest you use your facsimile telephone number as your ID, but you may use any number up to 20 digits long.

If you have just set your LOGO and pressed [START] , skip to step 4. If not, start from Step 1.

1 FUNCTION and (7)

```
SET MODE
    NO.=▮
```

2 (1)

```
USER PARAMETERS
```

3 START (◇)

and ‒MODE+ or

repeatedly.

```
ID NO.
           ▮
```

4 Enter the ID digits. Use [SPACE] to enter a space. If you try to enter more than 20 digits you will hear a pip-pip-pip sound.

Ex: [2][1][2][SPACE][1][1][1]
[SPACE][1][2][3][4]

```
ID NO.
    212 111 123▮
```

5 START (◇)

To set the ID,

```
POLLING PASSWORD
           ▮▮▮▮
```

Now you can go on and set the POLLING PASSWORD (see page 53), or return to standby with [STOP] .

```
01-DEC-1990 15:00
```

NOTE
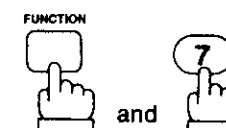
To erase the number you just entered, press [CLEAR] .

22

ONE-TOUCH/ABBREVIATED NUMBERS

Entering One-Touch/Abbreviated Dialing Numbers

One-Touch Dialing and Abbreviated Dialing are two fast ways of dialing full numbers. To use these dialing methods, you must first enter the full numbers using the following procedure.

1 FUNCTION and (7)

```
SET MODE
    NO.=▮
```

2 (3)

```
ONE-TOUCH/ABBR.NOS.
```

3 START (◇)

```
ONE-TOUCH/ABBR.  ▮
```

4a To assign a One-Touch number, press one One-Touch key.

Ex: [07]

```
[07] TELEPHONE NO.
▮
```

4b To assign an Abbreviated number, press [ABBR] and two keys on the keypad to enter any code from 01 to 70.

Ex: [ABBR][6][2]

```
[62] TELEPHONE NO.
▮
```

5 Enter facsimile telephone number (up to 36 digits) including pauses and spaces.

Ex: [9][PAUSE][5][5][5][SPACE][1]
[2][3][4]

```
[07] TELEPHONE NO.
9-555 1234▮
```

NOTE

1. If you need a special access number to get an outside line, enter it first and then press [PAUSE] . A hyphen "-" is displayed for pause.
2. Use [SPACE] to enter a space between the numbers to make it easier to read.
3. When you input a wrong number in step 5, press [CLEAR] to erase the number before the cursor, then reenter the right number and press [START] .

3

23

6

To set the number,

START
⊕ 👆

```
[07]  STATION  NAME
█
```

7

Enter receiving station's name (up to 15 characters) using One-Touch/Character keys (see page 18).

Ex: Panasonic→ P SHIFT1 a n a s o n i c

```
[07]  STATION  NAME
Panasonic█
```

8

To set the name,

START
⊕ 👆

```
[07]  ALT.  ABBR.  NO.
█
```

9

If the receiving party has another facsimile machine at the same location, you can enter it here as an alternative ABBR. NO. by pressing the One-Touch or ABBR. key.

Ex: 03

```
[07]  ALT.  ABBR.  NO.
[03]  (Station  name)
```

10

To set the alternative ABBR. NO.

START
⊕ 👆

```
ONE  TOUCH/ABBR.  █
```

11

Repeat Steps 4 to 10 to record more numbers, or, to return to standby press STOP .

```
01-DEC-1990  15:00
```

NOTE ⓘ

1. If you want to go back and change anything, e.g., the telephone number, press START repeatedly to skip through the preceding steps. You do not need to reenter everything again.
2. If your machine is set for Relayed Transmission and/or Confidential Faxes, the display will show NETWORK ADDRESS when you press START in Step 10.
3. To print out a One-Touch/ABBR. Dialing Number List, see page 80.

24

Filling Out the Station Directory Sheet

Slide the Station Directory Cap to the left and pull it off. Then pull out the Station Directory Sheet. Use a pencil or a ball-point pen to fill in the station directory with station names corresponding to the One-Touch number keys.

3

Station Directory Cap

Station Directory Sheet
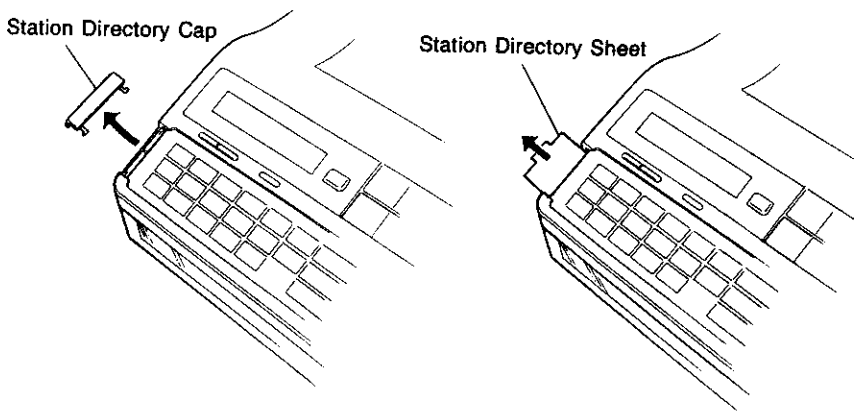
Station Directory Sheet

01	02	03	04	05	06	07	08	09
10	11	12	13	14	15	16	17	18
19	20	21	22	23		P1	P2	P3

NOTE ⓘ
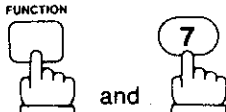
If you use a pen, be sure the ink is dry. If you use a pencil, remove any excess lead before replacing the station directory.

25

FAX PARAMETERS

Your facsimile machine has a variety of adjustable FAX parameters. These parameters, listed in the Parameter Table, are normally preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution, Contrast, and Verification Stamp parameters, can be temporarily changed by simple key operations just before a transmission is made. When the transmission ends, however, these parameters return to their preset values. Other parameters can only be changed by the procedure described below.

Setting FAX Parameters

1 FUNCTION and **7**

```
SET  MODE
          NO. = █
```

2 **5**

```
FAX  PARAMETERS
```

3 START

```
FAX  PARAMETER
          NO. = █
```

4 Enter a fax parameter number from the Parameter Table (see pages 28 and 29).

Ex: 1 and START for **RESOLUTION**.

```
01  RESOLUTION
    █: STANDARD
```

5 Enter the new setting value.

Ex: 2 for **FINE**.

```
01  RESOLUTION
    █: FINE
```

6 START

```
02  ORIGINAL
    █: NORMAL
```

7 You can now return to Step 4 to set the next parameter, or, return to standby by pressing STOP .

```
01-DEC-1990  15:00
```

3

NOTE
1. To cancel any digit entered, press CLEAR in step 5, and then start again from Step 3.
2. To print out a Fax Parameter List, see page 84.

Parameter Table

Parameter number	Parameter	Setting Number	Setting	Standard Setting
01	Resolution	1	Standard	○
		2	Fine	
		3	Super Fine	
02	Contrast (ORIGINAL)	1	Normal	○
		2	Dark	
		3	Light	
03	Verification Stamp	1	Off	
		2	On	○
04	Polled	1	Off	○
		2	On	
05	Automatic Journal Print	1	Off	
		2	Automatic Print (On)	○
06	Printout Heading	1	Inside copy area	○
		2	Outside copy area	
		3	Not printed	
07	Dialing Method	1	Tone	
		2	Pulse	○
08	Relayed XMT	1	Invalid	○
		2	Valid	
09	Confidential Fax	1	Invalid	○
		2	Valid	
11	Password XMT	1	Invalid	○
		2	Off	
		3	On	
12	Password RCV	1	Invalid	○
		2	Off	
		3	On	
15	ECM (Error Correction Mode)	1	Off	
		2	On	○

Parameter Table

Parameter number	Parameter	Setting Number	Setting	Standard Setting
19	Automatic Individual XMT Journal	1	Off	○
		2	On	
20	Fax Access Code	1	Invalid	○
		2	Valid	
32	Initial Operator Call	1	Off	
		2	On	○

```
FUNCTION ─┬─ Valid ──┬── On
          │          └── Off
          └─ Invalid
```

3

NOTE

To use a function which has Valid/Invalid parameter, set the parameter in the Valid position. You may then reset the function's standard setting to on or off.

USING MUTE AND ADJUSTING VOLUMES

Using Mute

When you are using the fax machine's built-in telephone, you can temporarily turn off the microphone in the handset. Press [⌐⫟] on the handset. As long as you hold down this button, your caller cannot hear you.

Mute Button
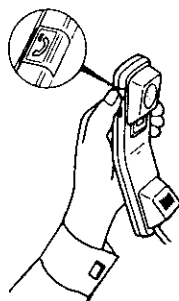
Setting the Ringer Volume

You can adjust the RINGER VOLUME so the fax machine rings at a comfortable level when it receives a call. Move the ringer control on the handset to the level desired, either normal or reduced.

Ringer Volume
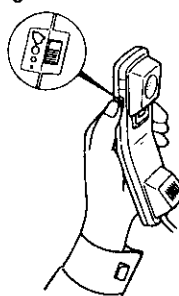
Setting the Speaker Volume

When the fax machine is making a call, you hear the dial tone, the dialing signals, and the ringing or busy signal through the built-in speaker. Rotate the SPEAKER VOLUME control on the right side of the unit to adjust the volume to a comfortable level. You also hear the called person's voice through the speaker if the other station is set to manual reception. In this case you can talk with the called person by lifting the handset and pressing [STOP] (see page 59).

Speaker Volume
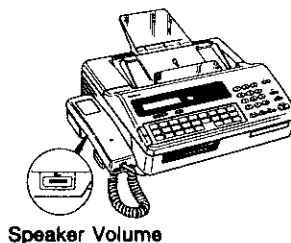
NOTE

Your handset may have a different type of Mute Button and Ringer Volume from the ones shown above.
Mute ,Button [MUTE]

Ringer Volume | VOLUME
LOW o o HIGH |

30

LOADING DOCUMENTS

Documents You Can Send

In general, your machine will send any document printed on A4-size or paper up to B4 size.

Documents You Cannot Send

You must never try to send documents that are;

- Wet
- Covered with wet ink or paste
- Wrinkled, curled or folded
- Too thin (e.g. onionskin, airmail paper, pages from some magazines, etc.)
- Too thick (e.g. card, etc.)
- Chemically processed (e.g. pressure-sensitive paper, carbon-coated paper, etc.)
- Coated (e.g. glossy paper, etc.)
- Smaller than 148 mm (W) × 73 mm (L)
- Made of cloth or metal

To transmit these kinds of documents, make a photocopy first, and then transmit the copy instead.

How to Use the Carrier Sheet

If you send documents wrinkled, curled, folded, too thin, or smaller than 148 mm (W) × 73 mm (L), you can send them using the Carrier Sheet. Put them in the Carrier Sheet, and then place the carrier in the ADF with the sealed edge first.

Sealed edge
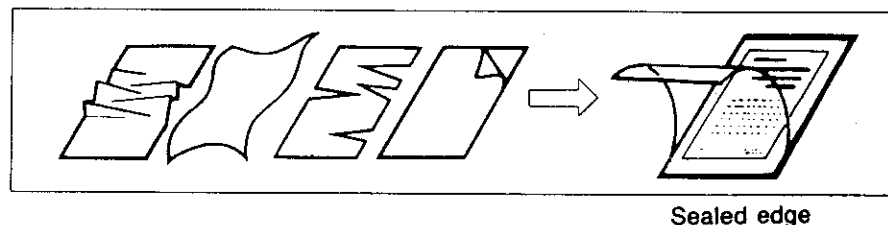
NOTE

1. Document thickness
   Single sheet: 0.06 to 0.15 mm
   Multi-sheet : 0.08 to 0.13 mm
2. Transmitting documents longer than 297 mm up to 1000 mm requires operator's assistance.
3. You cannot load the carrier sheet and other documents together on the ADF.

31

Loading Documents

First, make sure that your document is free of staples, paper clips, and is not torn, greased or covered by any foreign objects.

Place the document face down on the Automatic Document Feeder (ADF) with the top edge going into the machine and slide forward until it stops. Adjust the sliding document guides to ensure that the document is centered on the ADF.

If you are sending two or more pages, make sure that the bottom sheet enters first. You can also stack up to 10 sheets on ADF at one time. If you want to send more pages, you can place them on top of the last page on the ADF once transmission has started, as long as you do not have more than 10 sheets on the ADF at any one time.

When you set a document on the ADF the display message will change from date and time (standby) to DOCUMENT SET. You can now make basic transmission settings, or begin the dialing procedure.

Face down
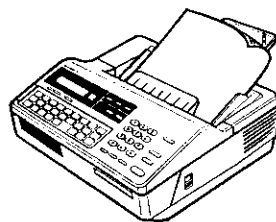
CORRECT

INCORRECT

```
DOCUMENT SET
```

32
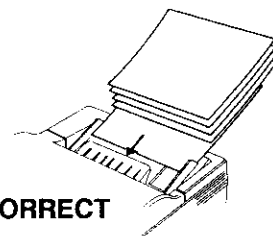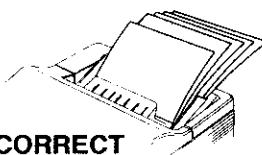
BASIC TRANSMISSION SETTINGS

You can temporarily change seven basic settings (Resolution, Contrast, Halftone, Total Pages, Verification Stamp, Individual Transmission Journal and Error Correction Mode) before any ordinary transmission. These settings can be changed before or after you place documents on the ADF. After you finish transmission, your machine will automatically return to the preset settings. You can also change these settings during transmission.

Resolution

Your machine is preset to Standard resolution, which is suitable for ordinary documents. Use FINE or Super-FINE for very detailed documents.

1 RESOLUTION

```
DOCUMENT  SET
  RESOLUT I ON = STD
```
(STD = Standard)

2 RESOLUTION

```
DOCUMENT  SET
  RESOLUT I ON = F I NE
```

If satisfied, go to Step 4.

3 RESOLUTION

```
DOCUMENT  SET
  RESOLUT I ON = S  F I NE
```
(S FINE = Super-FINE)

To return to Standard, press
[RESOLUTION] again.

4 You can now dial by pressing
[TEL/DIAL] and a full number,
a One-Touch key, [ABBR] and two
digits, or [REDIAL] .

NOTE

1. After changing the Resolution setting, you can
   a) go to standby with [STOP] .
   b) make a copy of the document to test the new Contrast setting by pressing [COPY] .
   c) start a different series of settings by pressing [RESOLUTION] , [HALF TONE] , [STAMP] , MODE [−] [+] , or [FUNCTION] .
2. To change the preset Resolution position, see page 26 - 29.

4

33

Contrast (Original)

Your machine is preset to NORMAL contrast. If you have to send a document with dark contrast, you may get better results by changing the setting to DARK. If you have to send a document with light contrast, it may be wise to change the setting to LIGHT. As a test, you can make a trial copy before transmitting (see page 50).

1 ORIGINAL

```
DOCUMENT SET
ORIGINAL=NORMAL
```

2 ORIGINAL

```
DOCUMENT SET
ORIGINAL=DARK
```

If satisfied, go to step 4.

3 ORIGINAL

```
DOCUMENT SET
ORIGINAL=LIGHT
```

To return to NORMAL, press ORIGINAL again.

4 You can now dial by pressing TEL/DIAL and a full number, a One-Touch key, ABBR and two digits, or REDIAL.

NOTE

1. After changing the Original setting, you can
   a) go to standby with STOP .
   b) make a copy of the document to test the new Contrast setting by pressing COPY .
   c) start a different series of settings by pressing RESOLUTION , HALF TONE , STAMP , MODE − + , or FUNCTION .
2. To change the preset Original position, see page 26 - 29.

34

Halftone

The Halftone setting is useful when sending photographs or illustrations with gray tones. Your machine is preset to HALF TONE = OFF. To switch to HALF TONE = ON,

1 HALF TONE

```
DOCUMENT SET
HALF TONE=OFF
```

Your display should show HALF TONE = OFF.

2 HALF TONE

```
DOCUMENT SET
HALF TONE=ON
```

In this case Resolution is automatically set at FINE. If you wish to go to HALF TONE = OFF, press HALF TONE again.

3 You can now dial by pressing TEL/DIAL and a full number, a One-Touch key, ABBR and two digits, or REDIAL .

4

NOTE

After changing the Halftone setting, you can
a) return to standby with STOP .
b) make a copy of the document to test the new Halftone setting by pressing COPY .
c) start a different series of settings by pressing ORIGINAL , STAMP , MODE − + , or FUNCTION .

35

Verification Stamp

The verification stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small pink ⊗ mark. Your machine is preset to STAMP = ON. To set the Verification Stamp to OFF,

1 STAMP

DOCUMENT SET
STAMP = ON

2 STAMP

DOCUMENT SET
STAMP = OFF

To return to STAMP = ON, press [STAMP] again.

3 You can now dial by pressing [TEL/DIAL] and a full number, a One-Touch key, [ABBR] and two digits, or [REDIAL].

NOTE

1. After changing the Stamp setting, you can
   a) return to standby with [STOP].
   b) start a different series of settings by pressing [RESOLUTION], [ORIGINAL], [HALF TONE], MODE [−][+], or [FUNCTION].
2. To change the preset Stamp position, see page 26 - 29.

Total Pages

The page number will be printed at the top of each page you send. You can also set, however, the total number of pages you send so that it will be printed on each page in addition to the page number. (e.g., 01/05, 02/05, etc.)

1 − MODE + or repeatedly.

DOCUMENT SET
TOTAL PAGES = ▮

2 Enter any number 1-99. If you make an error, press [CLEAR] and reenter the correct number.
Ex: [5]

DOCUMENT SET
TOTAL PAGES = 5▮

3 You can now dial by pressing [TEL/DIAL] and a full number, a One-Touch key, [ABBR] and two digits, or [REDIAL].

NOTE

After changing the Total Pages setting, you can
a) return to standby with [STOP].
b) start a different series of settings by pressing [RESOLUTION], [ORIGINAL], [STAMP], [HALF TONE], MODE [−][+], or [FUNCTION].

4

Error Correction Mode (ECM)

ECM mode provides error free copy when your fax machine is connected with a receiving fax machine which has ECM mode capability and your ECM mode is set to ON. The transmission time required in the ECM mode is the same as the normal G3 mode in most cases.

Your machine is preset to ECM = ON. If the telephone line is poor, then the transmission will take longer because the machine will have to retransmit the lines that have errors. In the case where the transmission time is more important than the quality of the received copy, you may set your fax machine to ECM = OFF. This will inhibit the ECM mode for the transmission regardless of the capability of the receiving machine. To set ECM = OFF,
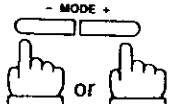
1 — MODE + ⌐⌐ ⌐⌐ 👆 or 👆 repeatedly.

```
DOCUMENT  SET
        ECM=ON
```

2 SELECT 👆

```
DOCUMENT  SET
        ECM=OFF
```

To return to ECM = ON, press [SELECT] again.

3 You can now dial by pressing [TEL/DIAL] and a full number, a One-Touch key, [ABBR] and two digits, or [REDIAL].

NOTE
1. After changing the ECM setting, you can
   a) return to standby with [STOP].
   b) start a different series of settings by pressing [RESOLUTION], [ORIGINAL], [STAMP], [HALF TONE], MODE [−] [+], or [FUNCTION].
2. To change the preset ECM position, see page 26 - 29.

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Automatic Individual Transmission Journal (XMT JRNL)

You may want to keep a separate record of each transmission you make to some or all your clients. Your machine can save you the trouble of writing records by printing out a Transmission Journal for you at the end of any particular transmission. To set XMT JRNL = ON,

1 — MODE + ⌐⌐ ⌐⌐ 👆 or 👆 repeatedly.

```
DOCUMENT  SET
   XMT  JRNL=OFF
```

2 SELECT 👆

```
DOCUMENT  SET
   XMT  JRNL=ON
```

To return to XMT JRNL = OFF, press [SELECT] again.

3 You can now dial by pressing [TEL/DIAL] and a full number, a One-Touch key, [ABBR] and two digits, or [REDIAL].
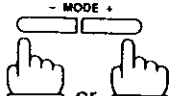
NOTE
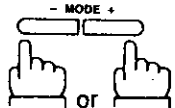1. After changing the XMT JRNL setting, you can
   a) return to standby with [STOP].
   b) start a different series of settings by pressing [RESOLUTION], [ORIGINAL], [HALF TONE], [STAMP] MODE [−] [+], or [FUNCTION].
2. To change the preset XMT JRNL position, see page 26 - 29.

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4

DIALING TECHNIQUES

This section explains how to perform the following:
- Direct Dialing
- One-Touch Dialing
- Abbreviated Dialing
- Redialing

Direct Dialing (On-Hook Dialing)

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```
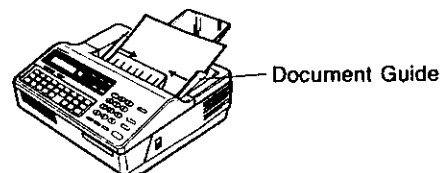
— Document Guide

2 SPACE TEL/DIAL

```
* DIALING *
█
```

3 Use the keypad to "dial" a number.

Ex: [5][5][5]-[1][2][3][4]

(See Note)

```
* DIALING *
5551234█
```

Your machine will dial the number. If the line is free, your documents will be sent.

```
ON LINE * XMT *
          5551234
```

If the other station has an ID, it will appear on the display.

```
ON LINE * XMT *
ID:516 555 1234
```

NOTE

If you need a special access number to get an outside line, dial it first and then press [PAUSE] to enter a pause (represented by a "—") before dialing the full number.

Example: [9][PAUSE][5][5][5][1][2][3][4]

40

When transmission ends, the display shows the number of pages sent.

```
COMPLETED
TOTAL PAGES=05
```

or

If the line is busy, your machine will redial the number for you up to twice with three minute intervals.

```
WAITING TO DIAL
          5551234
```

If no contact is made, the display will show an information code.

```
INCOMPLETE
INFO CODE=630
```

4

NOTE

1. If the line is still busy after the fifth automatic try, you can start another round of automatic dialing by pressing [REDIAL] (see page 47).
2. If you hear a voice speaking through the speaker, pick up the handset and press [STOP] to a talk to the other party.

Off-Hook Dialing

1 Place a document face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET

Document Guide
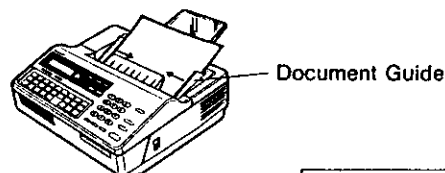
2 Lift the handset.

DOCUMENT SET
▌

3 Use the keypad to dial a number.

Ex: [5] [5] [5] [1] [2] [3] [4]

DOCUMENT SET
5551234▌

4 When you hear a beep sound,

START

⊙

Hang up the handset.

ON LINE * XMT *
5551234

If the other station has an ID, it will appear on the display.

ON LINE * XMT *
ID:516 555 1234

When transmission ends, the display shows the number of pages sent.

COMPLETED
TOTAL PAGES=05

If the line is busy, hang up the handset. Then try again several minutes later by pressing [REDIAL] .

* DIALING *
5551234

NOTE

If you need a special access number to get an outside line, dial it first and then press [PAUSE] to enter a pause (represented by a hyphen "-") before dialing the full number.
Example: [9] [PAUSE] [5] [5] [5] [1] [2] [3] [4]

42

One-Touch Dialing

1 Place a document face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET

Document Guide
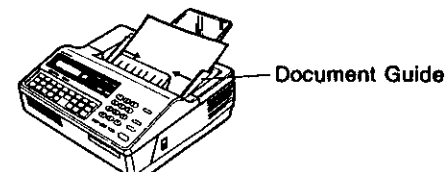
2 Press a One-Touch key.

Ex: [07]

* DIALING *
[07] (Station name)

The display will show the ABBR. No. and station name. The full number (e.g. 9-555 1234) will then be dialed and shown on the display.

* DIALING *
9-555 1234

If the number dialed answers, document transmission will start. If the other station has an ID, it will appear on the display.

ON LINE * XMT *
ID:

When transmission ends, the display will show the number of pages sent.

COMPLETED
TOTAL PAGES=05

When alternative ABBR. NO. is set.
If the number is busy, the machine will automatically dial the alternative ABBR. NO. which you have already recorded,

Ex: [11] (See page 24.)

* DIALING *
[11] (Station name)

If the alternative number is also busy, the machine will wait three minutes and then automatically redial the 1st number and alternative number each up to twice in the same way.

WAITING TO DIAL
[07] (Station name)

43

4

When alternative ABBR. NO. is not set.
If the number is busy, the machine will wait three minutes and then automatically redial the same number up to twice.

If no contact is made, the display will show an information code (e.g., CODE = 630 indicates the line was busy).

```
WAITING TO DIAL
[07] (Station name)
```

```
INCOMPLETE
INFO.  CODE=630
```

Abbreviated Dialing

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

Document Guide

2
ABBR
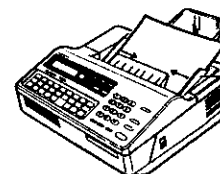
and two keys.
Ex: [3] [0]

```
* DIALING *
[30] (Station name)
```

The display will show the two-digit code and station name. The full number (e.g. 555 1234) will then be dialed and shown on the display.

```
* DIALING *
555 1234
```

If the number dialed answers, document transmission will start. If the other station has an ID, it will appear on the display. When transmission ends, the display will show the number of pages sent.

```
ON LINE * XMT *
ID:
```

```
COMPLETED
TOTAL PAGES=05
```

When alternative ABBR. NO. is set.
If the number is busy, the machine will automatically dial the alternative ABBR. NO. which you have already recorded.

Ex: [31] (See page 24.)

```
* DIALING *
[31] (Station name)
```

If the alternative number is also busy, the machine will wait three minutes and then automatically redial the 1st number and alternative number up to twice in the same way.

```
WAITING TO DIAL
[30] (Station name)
```

When alternative ABBR. NO. is not set.
If the number is busy, the machine will wait three minutes and then automatically redial the same number up to twice.

```
WAITING TO DIAL
[30] (Station name)
```

If no contact is made, the display will show an information code (e.g., CODE = 630 indicates the line was busy).

```
INCOMPLETE
INFO. CODE=630
```

NOTE

1. To redial a busy number, see page 47.
2. The machine does not dial the alternative ABBR. No when the document is sent by Relayed Transmission.
3. If you hear a voice speaking through the speaker, pick up the handset and then press [STOP] to talk to the other party.

Redialing

If the number you dialed is busy or there is no answer, your machine will wait three minutes and then automatically redial the number for you up to twice.

```
* DIALING *
[07] (Station name)
```

If no contact is made, the display will show an information code.

```
INCOMPLETE
INFO. CODE=630
```

In this case, you can redial the last number (e.g. 07) by simply pressing [REDIAL].

```
WAITING TO DIAL
[07] (Station name)
```

You can use Redial after dialing a number using one of the following,

- One-Touch dialing
- Abbreviated dialing
- Direct dialing from the keypad
- Redialing

Your machine will redial the last number a total of three times.

```
* DIALING *
[07] (Station name)
```

Even if you make contact and succeed in sending your documents, you can still use [REDIAL] to contact the same number again.

4

TRANSMISSION RESERVATION

If you are in a hurry to send some documents, but your facsimile machine is busy receiving documents, you can save time by reserving the machine for transmission. "Reserving" means presetting a One-Touch, Abbreviated Dialing, or full telephone number. Then, when the machine has finished receiving, it will automatically begin to dial the number you set.

Setting Transmission Reservation

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
ON  LINE  *  RCV  *
```

2 XMT RESERVE

```
XMT  RESERVE
ENTER  STATION
```

3 Adjust basic settings, e.g. Resolution (see pages 33 - 39).

```
XMT  RESERVE
  RESOLUTION=FINE
```

4 Dial by pressing a One-Touch key, ABBR and two digits, or TEL/DIAL and a full number.

Ex: One-Touch key 15

```
XMT  RESERVE
 [15]  (Station  name)
```

5 START

```
ON  LINE  *  RCV  *
XMT  RESERVED
```

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Canceling Transmission Reservation (XMT RESERVED)

If necessary, you can also cancel XMT RESERVE while your machine is still busy with receiving documents.

1 Remove the document from ADF.

```
ON  LINE  *  RCV  *
XMT  RESERVED
```

2 XMT RESERVE

```
XMT  RESERVE
 [15]  (Station  name)
```

The number you reserved will appear.

3 CLEAR

```
XMT  RESERVE
ENTER  STATION
```

4 START

```
ON  LINE  *  RCV  *
```

Now, when your machine finishes receiving documents, it will automatically return to standby.

4

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5 MAKING COPIES

Before you send a document, you can make a copy of it to see what it will probably look like to the person who receives it.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

> DOCUMENT SET

— Document Guide
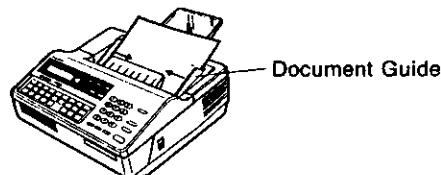
2 If necessary, adjust [RESOLUTION] , [ORIGINAL] , and [HALF TONE] . (review pages 33 - 35).

3 COPY
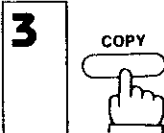
> * COPY *

The machine begins making a copy.

6 RECEIVING DOCUMENTS

AUTOMATIC RECEPTION

When your facsimile machine is preset to receive documents automatically, do not answer the telephone when it rings. The machine will soon begin receiving.

MANUAL RECEPTION
How to Set Manual Reception

If there is only one telephone line in your office and you wish to use the telephone line for both Fax and Voice, you may set the machine to Manual Reception.

1 - MODE + or repeatedly.
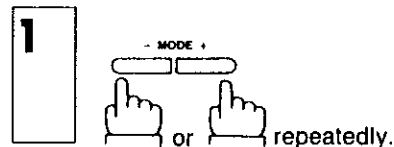
> 01-DEC-1990 15:00
> RCV=AUTO
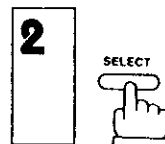
2 SELECT

> 01-DEC-1990 15:00
> RCV=MANUAL

To return to RCV = AUTO, press [SELECT] again.

3 STOP
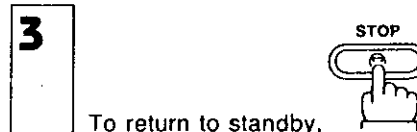
> 01-DEC-1990 15:00
> MANUAL RCV

To return to standby,

6
||||||||||||||||||||

What to Do When Your Telephone Rings

If your machine is set for manual reception and the telephone rings,

1

Lift the handset.
If you hear a beep ··· beep ··· beep sound,
it means someone wants to send a fax.
Or,if the caller answers and says he/she
wants to send a fax, then ···

2

Remove any documents from the ADF.

```
ON LINE * RCV *
```

Your machine starts receiving.

3

Hang up the handset.
If the other station has an ID, it will appear
on the display.

```
ON LINE * RCV *
ID: 415 111 1234
```

---

7 POLLING

Polling means calling other station(s) to retrieve the document. The other station must know in advance that you will call, and must have a document set on the ADF. You also need to set a polling password, shared by the other station, to ensure security.

How to Set the Polling Password

If you have just set your ID No. and pressed [START] , skip to step 3. If not start from step 1.

1

FUNCTION and 7

```
SET MODE
        NO.=█
```

2

1

```
USER PARAMETERS
```

3

START and − MODE + or repeatedly.
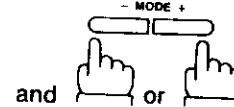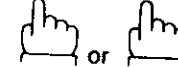
```
POLLING PASSWORD
            ▐▌▌▌
```

4

Enter four-digit password.

Ex: 9 8 7 6

```
POLLING PASSWORD
            █876
```

5

To set the polling password,
START

```
DATE & TIME
█1-12-1990 15:00
```

6

STOP

```
01-DEC-1990 15:00
```
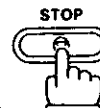
To return to standby,

NOTE

1. Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll for important documents.
2. If you make a mistake in Step 4, use the [<] or [>] key to move the cursor to the incorrect number, and then enter the new number over it. To erase the password, press [CLEAR] .
3. If password is not set in the other station, you can poll the other station even though your machine has a password.

7

How to Prepare to be Polled

In order to let other stations poll your machine, you must set your machine with a document on the ADF. Be sure to set the polling password (see page 53) before setting the document on the ADF. After being polled, your machine will automatically return to the preset setting.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT  SET
```

— Document Guide

2 - MODE +
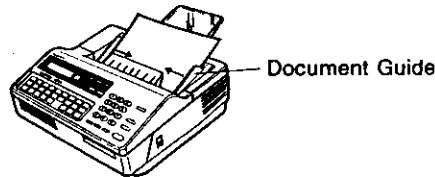
or ⌐ repeatedly.

```
DOCUMENT  SET
        POLLED=OFF
```

3 SELECT

```
DOCUMENT  SET
        POLLED=ON
```

You are now set for POLLED = ON. If you press [SELECT] again, the setting will return to POLLED = OFF.

NOTE
You can still receive ordinary transmissions even when set to be polled.

54

How to Poll

The following procedure lets you poll one station, or up to 73 stations (70 One-Touch or ABBR. stations, and 3 Direct Dialing stations). Multistation polling does not require a Relay Station. Be sure to set the polling password before polling (see page 53).

1 FUNCTION ⌐ and ③

```
POLLING
ENTER  STATION(S)
```

2 Dial by pressing a One-Touch key, [ABBR] and two digits, or [TEL/DIAL] and a full number.

Ex: [ABBR] and [3][5] , or
[TEL/DIAL] [7][7][7][2][3][4][5]

```
POLLING
[35] (Station name)
```
or
```
POLLING
7772345█
```

3 To add more stations, use One-Touch keys, or [ABBR] and two digits.

Ex: One-Touch key [15]

```
POLLING
[15] (Station name)
```

4 START ◇

```
* DIALING *
[15] (Station name)
```

7

NOTE
1. To erase or change stations set in Steps 2 or 3, press [CLEAR] . If you recorded several, use MODE [−] or [+] to find the station you want. Then press [CLEAR] . Add new stations with One-Touch keys, or [ABBR] and two digits.
2. If a polled station is busy, or does not answer, it will be skipped and the next station will be polled. The skipped station(s) will be redialed up to twice after all registered stations have been polled.
3. When polling ends, a Multistation Communication Journal is automatically printed out. This journal lists the stations polled and indicates whether polling was successful or not.

55

Turnaround Polling
(Combined Transmission and Polling)

This procedure lets you do two operations with one call, automatically. First, your machine will send a document to a station, and then it will poll the same station. Be sure to set the polling password before using the following procedure (see page 53).

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

Document Guide
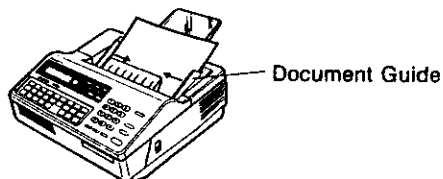
2 FUNCTION and (4)

```
XMT & POLLING
ENTER STATION
```

3 Dial by pressing a One-Touch key, ABBR and two digits, or TEL/DIAL and a full number.

Ex: One-Touch key 10 , or

TEL/DIAL 5 5 5 1 2 3 4

```
XMT & POLLING
[10] (Station name)
```
or
```
XMT & POLLING
5551234█
```

4 START

```
* DIALING *
[10] (Station name)
```
or
```
* DIALING *
5551234
```

56

Making a Regular Call

8

You can use the handset on your UF-160 to make regular calls. To do so, lift the handset and dial a full number just as you would using an ordinary telephone. If you wish, you can also use One-Touch/ABBR. keys.

1 Remove any document from the ADF.

```
01-DEC-1990  15:00
```

2 Lift the handset.

```
* DIALING *
█
```

3 Dial by pressing a One-Touch key, ABBR and two digits, or a full number.

Ex: 02

```
* DIALING *
[02] (Station name)
```

```
* DIALING *
555 1234█
```

57

Making Voice Contact after Sending/Receiving

You may want to talk to the other person over the telephone after sending or receiving documents. To do so, perform Step 1 while the machine is still sending or receiving.

		When sending	When receiving
1	SPACE TEL/DIAL	ON LINE * XMT * TEL	ON LINE * RCV * TEL

When sending/receiving is over and the other party answers the Voice Contact request, you will hear a beep-beep-beep sound coming through the monitor speaker.

ON LINE * XMT * TEL	ON LINE * RCV * TEL
OPERATOR CALLING	OPERATOR CALLING

2 Lift the handset.

3 SPACE TEL/DIAL

4 Talk.

Answering a Voice Contact Request

When you hear a beep-beep-beep sound coming through the monitor speaker, it means you are receiving a voice contact request. Reply by following the above procedure from step 2.

What to Do When the Other Party is Set for Manual Reception

1 If the other person's fax machine is set for manual reception, you will hear a voice through the speaker when you try to send documents.
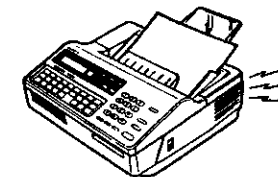
2 Lift the handset.

3 STOP

4 Tell the other person to prepare for reception.

5 START

When you hear a beep,
The machine begins sending your documents.

ON LINE * XMT *
ID:
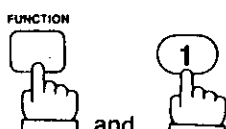
6 Hang up the handset.

TIMER CONTROLLED 9 COMMUNICATIONS

You can send a document to one or more stations at any fixed time within 24 hours. Built-in timers, one for Deferred Transmission and other for Deferred Polling, make this timer communication possible. Note that you cannot set more than one Deferred Transmission and one Deferred Polling (see page 60). However, you can set Deferred Transmission and Deferred Polling at the same time, as long as they start independently at different times.

Deferred Transmission

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT  SET
```

2 FUNCTION ① and ①

```
DEFERRED  COMM.  NO.=
1:XMT  2:POLLING
```

3 ①
Select 1. XMT.

```
START  TIME     :
```

4 Enter start time from keypad. (Use four-digit, 24-hour clock.)
Ex: [2] [3] [3] [0] (11:30 p.m.)

```
START  TIME    23:30
ENTER  STATION(S)
```

5 Dial by pressing a One-Touch key, or [ABBR] and two digits.
Ex: One-Touch key [02]

```
START  TIME    23:30
[02]  (Station  name)
```

6 START

```
01-DEC-1990  15:00
```

```
DEFERRED  XMT  23:30
[02]  (Station  name)
```

The standby display and Deferred XMT display will flash alternately until transmission actually takes place.

NOTE

1. If you enter a wrong number in Step 4, press [CLEAR] , then reenter the right number.
2. You cannot use Direct dialing in Step 5. All called stations for Timer Controlled Communications must be set in advance in One-Touch/ABBR. keys.
3. When Timer Controlled Communication is set, you can still send, poll, or copy documents. To send, poll, or copy, simply follow the normal procedure.
4. You cannot use SET MODE functions when Timer Controlled Communication is set.
5. To cancel or change the settings, see page 63.

Deferred Polling

1

FUNCTION

and [1]

```
DEFERRED COMM. NO.=█
1:XMT 2:POLLING
```

2

Select 2. POLLING [2]

```
START TIME     █ :
```

3

Enter start time from keypad.
(Use four-digit, 24-hour clock)

Ex: [0][2][3][0] (2:30 a.m.)

```
START TIME    02:30
ENTER STATION(S)   █
```

4

Dial by pressing a One-Touch key, or
[ABBR] and two digits.

Ex: One-Touch key [10]

```
START TIME    02:30
[10] (Station name)█
```

5

To add more numbers (70 maximum),
repeat Step 4.

Ex: [ABBR] and [1][5].

```
START TIME    02:30
[15] (Station name)█
```

6

START

```
01-DEC-1990 15:00
```

```
DEFERRED POLL 02:30
[15] (Station name)
```

The standby display and Deferred Poll
display will flash alternately until polling
takes place.

62

How to Cancel or Change the Settings

1

FUNCTION

and [1]

```
DEFERRED COMM. NO.=█
1:XMT 2:POLLING
```

9

2

Select 1 or 2 depending on which function
you want to cancel or change.

```
DEFERRED XMT IS SET.
CHANGE? 1:YES 2:NO
```

or

```
DEFERRED POL IS SET.
CHANGE? 1:YES 2:NO
```

3

To cancel or change, select 1.

```
START TIME  █3:30
[02] (Station name)
```

4a

To cancel Deferred XMT or Polling,

CLEAR

```
START TIME     █ :
[02] (Station name)
```

To store the new setting, START

```
01-DEC-1990 15:00
```

The machine returns to standby.

4b

To change the starting time, set the
document on the ADF again and enter the
new starting time over the old one.

Ex: [2][1][0][0] (9:00 p.m.)

```
START TIME    21:00
[02] (Station name)█
```

To store the new setting, START

63

4c

To delete or add stations, Reenter the starting time.

Ex: [2] [3] [3] [0] (11:30 p.m.)

```
START TIME    23:30
[02] (Station name)▮
```

- To delete a station
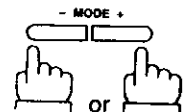
or ⟍ repeatedly until the display shows the station you want to delete.

Ex: [05]

```
START TIME    23:30
[05] (Station name)▮
```

CLEAR


```
START TIME    23:30
[04] (Station name)
```

To delete more stations, repeat the procedure above.

- To add a station, enter a station number by pressing a One-Touch key, or [ABBR] and two digits.

Ex: [06]

```
START TIME    23:30
[06] (Station name)▮
```

To add more stations, repeat the procedure above.

START


```
01-DEC-1990  15:00
```

To store the new settings,

5

The standby display and Deferred XMT display will flash alternately until transmission actually takes place.

```
DEFERRED XMT  23:30
[02] (Station name)
```

Setting Program Keys

Your UF-160 fax machine has three Special Program Keys. These keys are useful if you frequently need to send or poll the same group of numbers. You can use these keys to store a sequence of stations to be polled, a deferred transmission or polling sequence, or an additional One-Touch Key (One-Touch Group Key).

To set a number or a group of numbers in a Program key, follow the procedure below.

10

1

FUNCTION

 and

```
SET MODE
        NO.=▮
```

2


```
PROGRAM KEYS
```

3

START


```
PROGRAM KEY      ▮
```

4

Press one of the Program Keys, [P1] to [P3].

Ex: [P1]

```
NO.=▮              [P1]
1:XMT/POL  2:ABBR/GRP
```

Now you can choose one Program Key mode out of the following four modes.
- Deferred Transmission : Go to step 5a.
- Polling   : Go to step 5b.
- Deferred Polling   : Go to step 5c.
- Group Dialing   : Go to step 5d.

NOTE

XMT/POL means Transmission or Polling. ABBR/GRP means Group dialing.

5a

To set Deferred Transmission,

(1)
for XMT/POL

(1)
for XMT

```
NO.=█                    [P1]
1:XMT/POL  2:ABBR/GRP
```

```
NO.=█                    [P1]
1:XMT  2:POLLING
```

```
START TIME  █ :
```
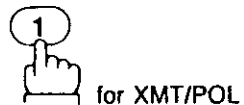
Enter the starting time in four digits.

Ex.: [2] [3] [3] [0] (11:30 p.m.)

(#)

```
START TIME   23:30
```

```
START TIME   23:30
ENTER STATION(S)     █
```

Enter a station number by using a One-Touch key, or ABBR and two digits.

Ex: One-Touch key [02]

```
START TIME   23:30
[02] (Station name)
```

If you find an error, press CLEAR to erase the displayed station.

To store the starting time and station number,

START
(Φ)

```
PROGRAM NAME [P1]
█
```

Go to step 6 (page 69).

5b

To set Normal Polling,

(1)
for XMT/POL

(2)
for Polling

(2)
for Normal Polling

```
NO.=█                    [P1]
1:XMT/POL  2:ABBR/GRP
```

```
NO.=█                    [P1]
1:XMT  2:POLLING
```

```
DEFERRED POLL    [P1]
1:YES 2:NO       NO.=█
```

```
ENTER STN(S)      [P1]
█
```

Enter a station number by using a One-Touch key, or ABBR and two digits.

Ex: One-Touch key [05]

```
ENTER STN(S)      [P1]
[05] (Station name)
```

Add more station numbers, if necessary.

You may use the MODE [−] or [+] key to review the entered station(s) before going to the next step. If you find an error, press CLEAR to erase the displayed station.

To store station numbers,

START
(Φ)

```
PROGRAM NAME [P1]
█
```

Go to Step 6 (page 69).

5c To set Deferred Polling,

① for XMT/POL

② for Polling

① for Deferred Polling

Enter the starting time in four digits.

Ex.: [2][2][0][0] (10:00 p.m.)

Enter a polled station number by using a One-Touch key, or [ABBR] and two digits.

Ex: [ABBR] and [1][2]

Add more station numbers, if necessary.

You may use the MODE [−] or [+] key to review the entered station(s) before going to the next step. If you find an error, press [CLEAR] to erase the displayed station.

To store the starting time and station numbers,

START ⟨Φ⟩

Go to Step 6 (page 69).

```
NO . = ▮              [ P 1 ]
1 : XMT / POL  2 : ABBR / GRP
```

```
NO . = ▮              [ P 1 ]
1 : XMT  2 : POLL I NG
```

```
DEFERRED  POLL    [ P1 ]
1 : YES  2 : NO       NO . = ▮
```

```
START  T I ME   ▮ :
```

```
START  T I ME   22 : 00
```

```
START  T I ME   22 : 00
ENTER  STAT I ON ( S )    ▮
```

```
START  T I ME   22 : 00
[ 12 ]  ( Stat i on  name )
```

```
PROGRAM  NAME   [ P1 ]
▮
```

5d To set a group dialing,
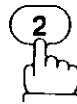
② for ABBR/GRP.

Enter a station number by using a One-Touch key, or [ABBR] and two digits.

Ex: [ABBR] and [1][6]

Add more station numbers, if necessary.

You may use the MODE [−] or [+] key to review the entered station(s) before going to the next step. If you find an error, press [CLEAR] to erase the displayed station.

To store station numbers,

START ⟨Φ⟩

6 Enter program name using One-Touch/Character keys (see page 18).

Ex: PROG. A

START ⟨Φ⟩

You can now set another Program Key repeating the procedures from Step 4, or return to standby by pressing [STOP] .

NOTE To print out a Program List, see page 82.

```
NO . = ▮              [ P 1 ]
1 : XMT / POL  2 : ABBR / GRP
```

```
ENTER  STN ( S )      [ P1 ]
▮
```

10

```
ENTER  STN ( S )      [ P1 ]
[ 16 ]  ( Stat i on  name )
```

```
PROGRAM  NAME   [ P1 ]
▮
```

```
PROGRAM  NAME   [ P1 ]
PROG .  A ▮
```

```
PROGRAM  KEY          ▮
```

How to Erase or Change Program Key Settings

To erase the settings in a Program key, either completely or partially, and/or add new station numbers or a new program name, use the following procedure.

1 FUNCTION and (7)

```
SET  MODE
              NO . = ■
```

2 (4)

```
PROGRAM  KEYS
```

3 START

```
PROGRAM  KEY           ■
```

4 Press the Program key you want to erase or change.

Ex: P1

```
NO . = ■            [ P1 ]
1 : XMT / POL  2 : ABBR / GRP
```

5 START

repeatedly until the display shows the setting you want to erase or change.

6a To erase the Program key,

```
NO . = ■            [ P1 ]
1 : XMT / POL  2 : ABBR / GRP
```

CLEAR

```
NO . = ■
1 . XMT / POL  2 : ABBR / GRP
```

START

```
PROGRAM  KEY           ■
```

70
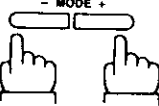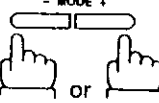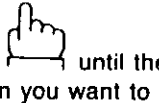
6b To change the Program key function, reset the parameter number 1 or 2, then reenter all the rest of necessary settings.

Ex: Cancel Deferred polling.

```
DEFERRED  POLL      [ P1 ]
1 : YES  2 : NO       NO . = ■
```

(2)

```
DEFERRED  POLL      [ P1 ]
1 : YES  2 : NO       NO . = ■
```

```
ENTER  STN ( S )      [ P1 ]
```

6c To erase and/or add the station number(s) for timer programs, while the display shows START TIME,

```
START  TIME   ■3 : 30
[ 02 ]  ( Station name )
```

– MODE +

```
START  TIME   23 : 30
[ 02 ]  ( Station name ) ■
```

• To erase a station number,

– MODE +

or   until the display shows the station you want to erase.

Ex: One-Touch key 05

```
START  TIME   23 : 30
[ 05 ]  ( Station name ) ■
```

CLEAR

```
START  TIME   23 : 30
[ 01 ]  ( Station name ) ■
```

Erase more stations, if necessary.

10

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- To add a station number, press a One-Touch key or ABBR and two digits, while the cursor is blinking on lower right corner of the display.

Ex: ABBR and 4 5

Add more station numbers, if necessary.

```
START TIME   23:30
[02] (Station name)█
```

```
START TIME   23:30
[45] (Station name)█
```

- To confirm the new stations entered by pressing MODE − or + .

To store the new station settings,

START

```
PROGRAM NAME [P1]
█ROG. A
```

6d To erase and/or add the station number(s) for normal Polling or Group Dialing (ABBR/GRP), follow the procedure below.

- To erase a station number,
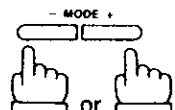
```
ENTER STN(S)     [P1]
[02] (Station name)
```

− MODE +

or   until the display shows the station you want to erase.

Ex: One-Touch key 05

```
ENTER STN(S)     [P1]
[05] (Station name)
```

CLEAR

```
ENTER STN(S)     [P1]
[02] (Station name)
```

Erase more stations, if necessary.

72

- To add a station number, press a One-Touch key or ABBR and two digits, while the cursor is blinking on lower right corner of the display.

Ex: ABBR and 4 5

Add more stations, if necessary.

```
ENTER STN(S)     [P1]
[02] (Station name)
```

```
ENTER STN(S)     [P1]
[45] (Station name)
```

10

- To confirm the new stations entered by pressing MODE − or + .

To store the new station settings,

START

```
PROGRAM NAME [P1]
█ROG. A
```

6e To change the program name, while the display shows PROGRAM NAME, write over the new program name using One-Touch/Character keys (see page 18).

Ex: EUROPE

```
PROGRAM NAME [P1]
█ROG. A
```

To store the new name,

START

```
PROGRAM NAME [P1]
EUROPE
```

```
PROGRAM KEY       █
```

NOTE

To erase an extra character in Step 6e, move the cursor to it by pressing > or < and press SPACE .

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Program Key Programming Flowchart

FUNCTION

and [7]

⊕ 4

START
⊕

[P1] – [P3]

[1] XMT/POLL   [2] ABBR/GRP

[1] Deferred XMT   [2] POLLING

[1] Deferred Polling   [2] Normal Polling

• Set Timer   • Set Timer

• Set Called Station(s)

START
⊕

• Set Program Name

START
⊕

74
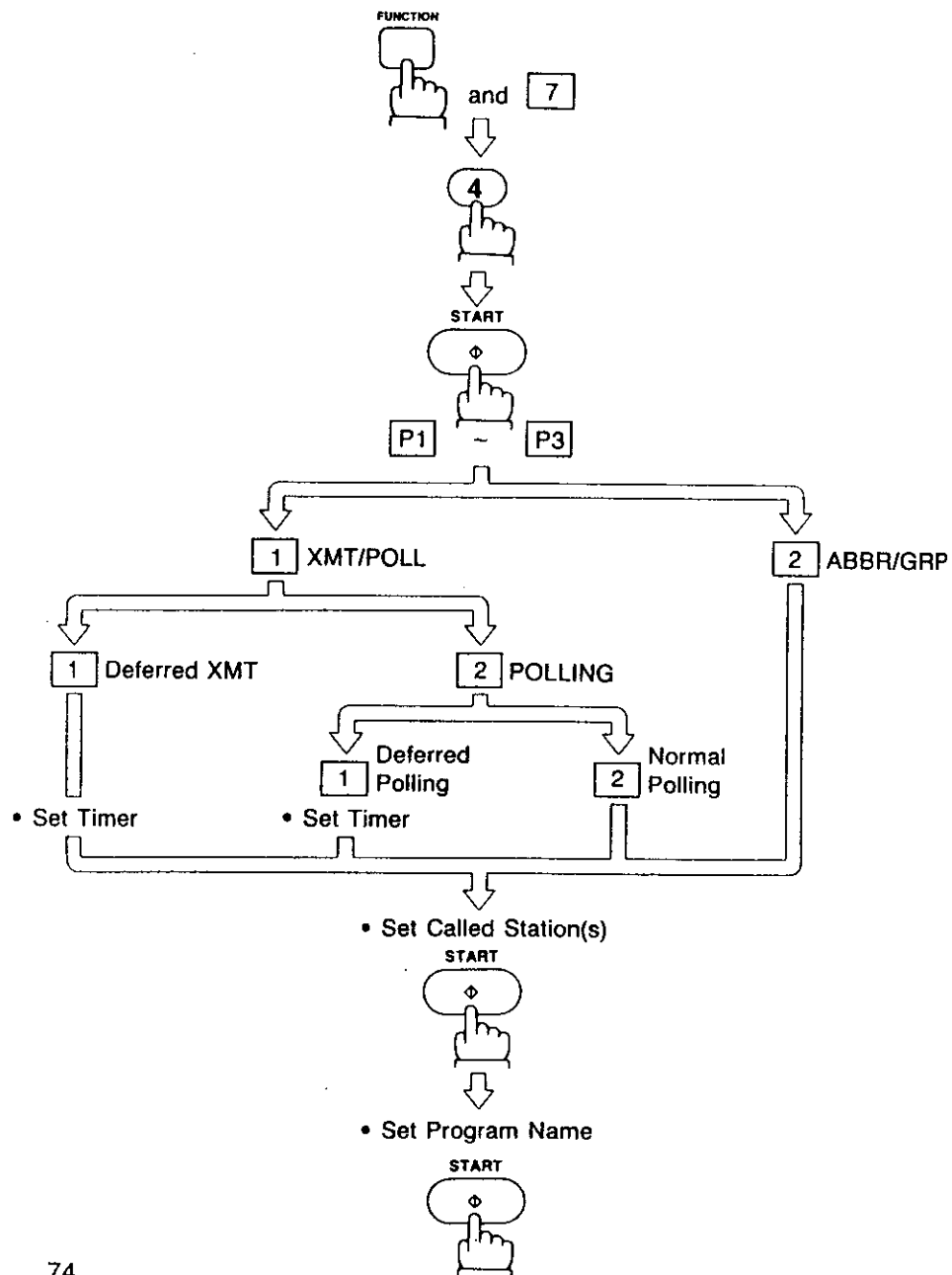
Using Program Keys

Once you have recorded a number, or group of numbers under a Program Key (see pages 65 – 69), you can use the key by following steps below.

To transmit documents using Program Keys,

1   Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT  SET
```

– Document Guide
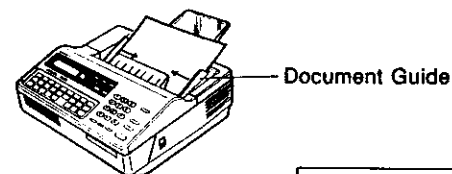
2   Press program key.

Ex: [P2]

```
DOCUMENT  SET
[P2]  (Program name)
```

Dialing automatically begins (see Note).

```
*  DIALING  *
[20]  (Station name)
```

To poll documents using Program Keys,

1   Make sure no documents are on the ADF.

```
01-DEC-1990  15:00
```

2   Press program key:

Ex: [P3]

```
01-DEC-1990  15:00
[P3]  (Program name)
```

Dialing automatically begins (see Note).

```
*  DIALING  *
[21]  (Station name)
```

NOTE

The display varies according to the entered mode settings.

75

11 PRINTOUT REPORTS AND LISTS

To help you maintain records of the documents you send and receive, as well as lists of the numbers you record, your facsimile machine is equipped to print out the following reports and lists: a Journal, Individual Transmission Journal, One-Touch/ABBR. No. list, Program list, and a FAX Parameter list.

Journal Printout

The "Journal" is a record of the last 32 transactions (a transaction is performed each time you send or receive a document). It is printed out automatically after every 32 transactions, but you can print it out manually in the following way;

1 FUNCTION and **6**

```
PRINT  OUT
           NO. =█
```

2 **1**

```
JOURNAL  PRINT
```

3 START Φ

```
* PRINTING *
JOURNAL  PRINT
```
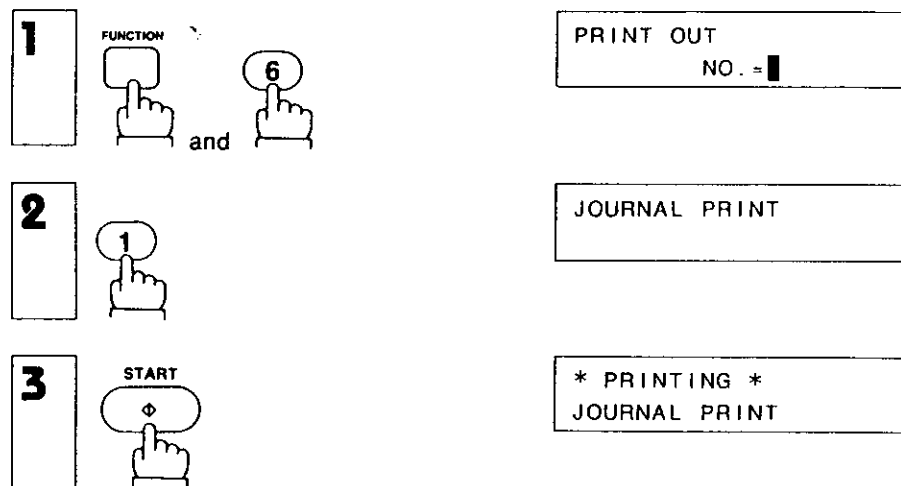
The machine starts printing out Journal (see page 78).

Individual Transmission Journal (XMT JRNL)

An Individual Transmission Journal is printed out automatically after each transmission if you set XMT JRNL = ON in advance (see page 39). If necessary, it can also be obtained manually by using the following procedure.

1 FUNCTION and **6**

```
PRINT  OUT
           NO. =█
```

2 **6**

```
XMT  JOURNAL
```

3 START Φ

```
* PRINTING *
XMT  JOURNAL
```
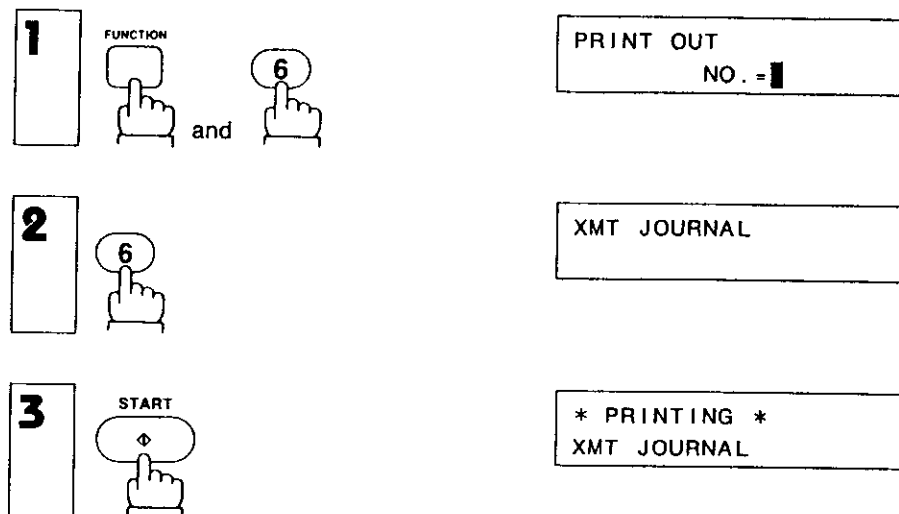
The machine begins printing out an Individual Transmission Journal (see page 78).

NOTE

The Individual Transmission Journal contains information of the latest transmission. If no transmission has been made within the last 32 transactions, an Individual Transmission Journal with blank contents is printed out.

Sample Journal Printout

```
                                                      (1)              (2)
■■■■■■■■■■■■■■■■■■■■■■■ -JOURNAL- ■■■■■■■■■■■■■■ DATE 01-DEC-1990 ■■■■ TIME 15:00 ■■■■■■■■■

(3)    (4)    (5)     (6)      (7)          (8)          (9)   (10)      (11)
NO.    COM   PAGES  DURATION   X/R    IDENTIFICATION     DATE  TIME   DIAGNOSTIC

01     OK     02    00:01'06   XMT      Paris Office    01-DEC 10:44  840480AC7800

02    S-OK    00    00:00'20   XMT      ----------      01-DEC 10:45  A40480AC7800

03     OK     01    00:03'19   RCV         GROUP2       01-DEC 10:47  010220200000

04     OK     02    00:01'07   XMT     Central Office   01-DEC 10:53  840480AC7800
                                 (14)
05     OK    05/05  00:02'38   XMT  T   0466 23 1689    01-DEC 10:57  840480AC7800

06     OK    *02    00:01'09   RCV     London B.O.      01-DEC 11:04  050280AC7800

07    407     00    00:00'46   XMT      Tokyo B.O.      01-DEC 11:07  840480AC7800

32     OK    05/05  00:02'52   XMT  T    555 6949       01-DEC 12:32  840480AC7800
```

```
                                    (12)
                                -UF-160 Tokyo      -
                                            (13)
■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■ -212 111 1234- ■■■■■■■■■
```

Sample Individual Transmission Journal

```
                                                 (1)              (2)
■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■ -JOURNAL- ■■■■ DATE 01-DEC-1990 ■■■■ TIME 15:00 ■■■■■■■■■

(3)    (4)    (5)     (6)      (7)          (8)          (9)   (10)      (11)
NO.    COM   PAGES  DURATION   X/R    IDENTIFICATION     DATE  TIME   DIAGNOSTIC

11     OK     01    00:00'54   XMT     London B.O.      01-DEC 10:44  C00480207920
```

```
       (15)
VOICE CONTACT REQUESTED.

                                    (12)
                                -UF-160 Tokyo      -
                                            (13)
■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■ -212 111 1234- ■■■■■■■■■■
```

Journal Printout Explanation

(1)	Printout date	: Day-Month-Year
(2)	Printout time	: Hour:Minute
(3)	Communication number	: 1 ~ 32 (Does not always begin with 1 when printed out manually.)
(4)	Communication result	: "OK" indicates that the transmission was successful. "S-OK" indicates that STOP was pressed during communication, Three-digit information code (see page 87) appears when there was a problem.
(5)	Number of pages transmitted or received	The two digit number is the number of pages successfully transmitted or received. When the Total Page function is activated, two two-digit numbers will appear. The first two-digit number represents the number of pages successfully transmitted. The second two-digit number represents the total number of pages that were attempted to be transmitted. An asterisk "*" indicates that the quality of some received copies was poor.
(6)	Duration of communication	: Hour: Minute Second
(7)	Type of communication	: "XMT" means Transmission "RCV" means Reception
(8)	Remote station identification	: A name indicates station name recorded in this machine. A number indicates remote station's ID number or Telephone number. Group 2, 3 indicates that the remote station was a CCITT G2, G3 machine.
(9)	Communication date	: Day-Month
(10)	Communication start time	: Hour:Minute
(11)	Diagnostic	: For service personnel only
(12)	Own LOGO	: Up to 25 characters
(13)	Own ID number	: Up to 20 digits
(14)	Dialing method	: "T" indicates direct dialing or One-Touch/Abbreviated dialing with no recorded station name.
(15)	Call back message	: Appears when voice contact was requested.

11

One-Touch/ABBR. Dialing Number List

To print out a list of all the facsimile numbers you recorded under One-Touch/ABBR. Dialing numbers,

1 FUNCTION and **6**

```
PRINT OUT
   NO. = █
```

2 **2**

```
ONE - TOUCH / ABBR . NOS .
```
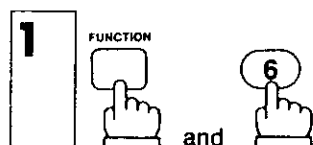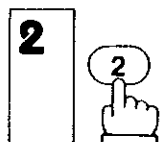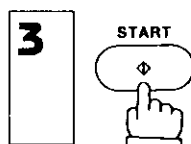
3 START

```
* PRINTING *
ONE - TOUCH / ABBR . NOS .
```

The machine starts printing out a One-Touch/ABBR. Dialing Number List.

Sample One-Touch/ABBR. Dialing Number List

```
                                        (1)              (2)        (3)
***************** ONE-TOUCH/ABBR.NOS. ******* DATE 01-DEC-1990 ***** TIME 15.00 ***** P.1

     (4)          (5)                (6)                      (10)
  ABBR.NO.    STATION NAME       TELEPHONE NO.                ALT ABBR

    [01]      Yokohama B.O.      0456350804
    [02]      Nagoya B.O.        0522627811                   [23]
    [03]      New York B.O.      51669956808
    [04]      ABC CO., LTD.      421-568-8523                 [01]
    [05]      Paris Office       5687644
    [06]      Hong Kong          4210865
    [07]      XYZ gmbH           1987654                      [05]
    [08]      Tokyo B.O.         034919191
    [09]      Central Office     8765432
    [10]      AAA CORP.          2345678
    [23]      Express Trans      8765432

              (7)
  NO. OF STATIONS = 11

                                           (8)
                                       -UF-160 Tokyo            -
                                           (9)
**************************************************************** -212 111 1234- **********
```

One-Touch/ABBR. Dialing Number List Explanation

(1) Printout date — : Day-Month-Year
(2) Printout time — : Hour:Minute
(3) Printout page number
(4) Abbreviated number or One-Touch number
(5) Station name recorded in the machine — : Up to 15 characters
(6) Telephone number recorded in the machine — : Up to 36 digits
  " – " indicates a pause.
(7) Number of recorded ABBR and One-Touch numbers
(8) Own LOGO — : Up to 25 characters
(9) Own ID number — : Up to 20 digits
(10) Alternative Abbreviated Number

Program List

To print out a list of all the dialing patterns stored under the program keys,

1 FUNCTION and **6**

```
PRINT OUT
        NO.=█
```

2 **3**

```
PROGRAM LIST
```
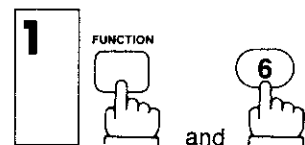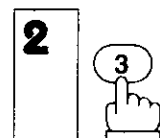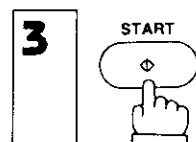
3 START

```
* PRINTING *
PROGRAM LIST
```

The machine starts printing out a Program List.

Sample Program List

```
                                                    (1)              (2)          (3)
*********************** -PROGRAM LIST- ******* DATE 01-DEC-1990 ***** TIME 15.00 ***** P.1

  (4)          (5)              (6)     (7)      (8)
PROGRAM    PROGRAM NAME        TYPE    TIMER    ABBR.NOS.

  [P1]      EUROPE             XMT     23:45    [01]

  [P2]      U.S.A.             POLL    -----    [03],[04],[07],[09],[19],[24],[36],[55]

  [P3]      ASIA               ABBR/GRP -----   [05],[10],[62],[64]

                                                         (9)
                                                   -UF-160 Tokyo       -

                                                              (10)
************************************************************** -212 111 1234- **********
```

11

Program List Explanation

(1)	Printout date	: Day-Month-Year
(2)	Printout time	: Hour:Minute
(3)	Printout page number	
(4)	Program key	: P1 ~ P3
(5)	Program name	: Up to 15 characters
(6)	Type of communication	: "XMT" indicates transmission. "POLL" indicates polling. "ABBR/GRP" indicates that the program key is programmed as a group key.
(7)	Timer	: Indicates the starting time. "— — — — —" indicates that the program key contains "non-deferred" program.
(8)	Numbers recorded in the program	: One-Touch and ABBR numbers
(9)	Own LOGO	: Up to 25 characters
(10)	Own ID number	: Up to 20 digits

FAX Parameter List

To print out a list of the FAX Parameters.

1 FUNCTION and **6**

```
PRINT OUT
  NO.=
```

2 **4**

```
FAX PARAMETER LIST
```
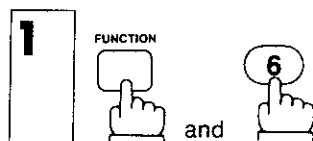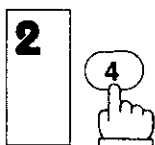
3 START

```
* PRINTING *
FAX PARAMETER LIST
```
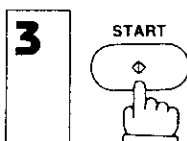
The machine starts printing out a Fax Parameter List.

Sample Fax Parameter List

```
                                            (1)            (2)
************************** -FAX PARAMETERS- **** DATE 01-DEC-1990 **** TIME 15:00 *********

        (3)                                                         (4)       (5)
PARAMETER NO. & PARAMETER                                         CURRENT    STANDARD
                                                                 SETTING     SETTING

01  RESOLUTION        (1:Standard   2:Fine      3:S.Fine)           2          1
02  ORIGINAL          (1:Normal     2:Dark      3:Light)            1          1
03  STAMP             (1:Off        2:On)                           2          2
04  POLLED            (1:Off        2:On)                           1          1
05  JOURNAL PRINT     (1:Off        2:Automatic Print)              2          2
06  HEADER PRINT      (1:Inside     2:Outside   3:None)             1          1
07  DIALING METHOD    (1:Tone       2:Pulse)                        1          2
08  RELAY XMT REQUEST (1:Invalid    2:Valid)                        1          1
09  CONFIDENTIAL FAX  (1:Invalid    2:Valid)                        1          1
11  PASSWORD XMT      (1:Invalid    2:Off       3:On)               1          1
12  PASSWORD RCV      (1:Invalid    2:Off       3:On)               1          1
15  ECM               (1:Off        2:On)                           2          2
19  XMT JOURNAL       (1:Off        2:Automatic Print)              1          1
20  FAX ACCESS CODE   (1:Invalid    2:Valid)                        1          1
32  INITIAL OPR. CALL (1:Off        2:On)                           1          1

                                                        (6)
                                                   -UF-160 Tokyo        -
                                                        (7)
*************************************************************** -212 111 1234- *********
```

Fax Parameter List Explanation

(1) Printout date   : Day-Month-Year
(2) Printout time   : Hour:Minute
(3) Parameter number
(4) Current setting
(5) Standard setting (see pages 33 and 34)
(6) Own LOGO   : Up to 25 characters
(7) Own ID number   : Up to 20 digits

11

Information Codes

When something unusual occurs, the display may show one of the information codes below. These will help you fix the problem.

Information code	Meaning	Action
001 002	Recording paper jam.	Remove jammed paper. (See page 89)
004	Recording paper jam.	Remove jammed paper. (See page 89)
010	No recording paper or recording paper not set properly.	Reload recording paper. (See page 90)
020	Thermal Recording Head temperature is too high.	Open the receiving unit for 15 minutes to permit cooling. When the information code disappears from the display, you may continue the operation you were performing. If the code does not disappear, turn off the power and call your service man.
030	Document misfeeding.	1. Reload the document properly. (See page 32) 2. Remove document jam. (See page 93) 3. Adjust ADF. (See page 94)
031	Document paper is too long or jammed.· Document length exceeds 1 meter.	1. Reload the document properly. (See page 31) 2. Remove document jam. (See page 92)
039	STOP key was pressed while sending/copying documents and remains more than one page on the ADF.	Remove the documents on the ADF (press [STOP] when a document is bitten at ADF). Reload the document and try again.

Information code	Meaning	Action
060	Cover is open or door opened during communication.	Close the Transmission Guide Unit and Receiving Unit.
400 464	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and try again.
402 404 405 432	During initial handshake, communication failure occurred.	Reload the document and try again.
403	No polling capability at the remote side.	Ask remote side to set "POLLED = ON".
407 468 469	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.
408 409	Remote side confirmation of previous page is illegible.	Wait a few minutes and transmit again.
410	Invalid command received.	
411 414	Polling password does not match.	Check polling password.
412	No data from the transmitting side.	Check with the other party.
415	Polling transmission error.	Check polling password.
416 417 418 419 436 490	Received data has too many errors.	Check with the other party.
420	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.

Information code	Meaning	Action
422 427	Interface is incompatible.	Check with the other party.
430 434 459 492 493 494 552 553 554 555	Communication error occurred, while receiving.	Check with the other party.
451 458 495 550	Telephone line disconnected.	Check with the other party.
457	Transmission failed. Remote unit doesn't have Relayed Transmission and Confidential Communication capability.	Check with the other party.
540 541 542 543 544	Communication error occurred, while transmitting.	1. Reload the document and try again. 2. Check with the other party.
623	No document was on the ADF.	Reload the document and try again.
630 633	Redial was not successful due to a busy line or no response from the called station.	Reload the document and try again.

Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show the information code 001 or 002. To clear the jam, open the Receiving Unit and remove the jammed recording paper as shown in the figure below. Then reset the recording paper following the loading procedure on page 90.
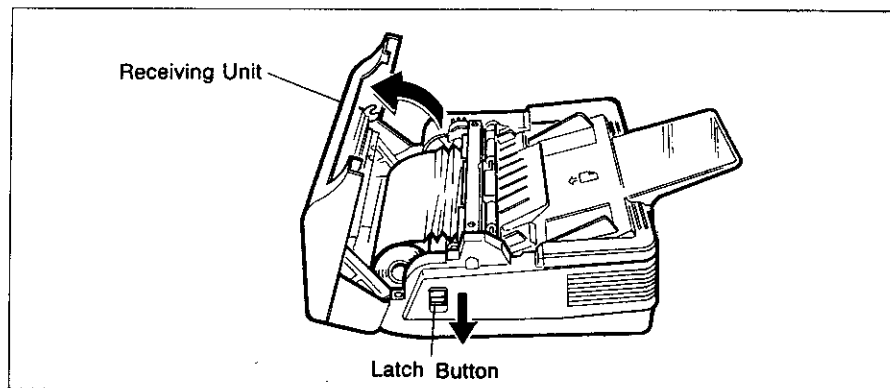
Then remove the paper as shown in the figure below.

12
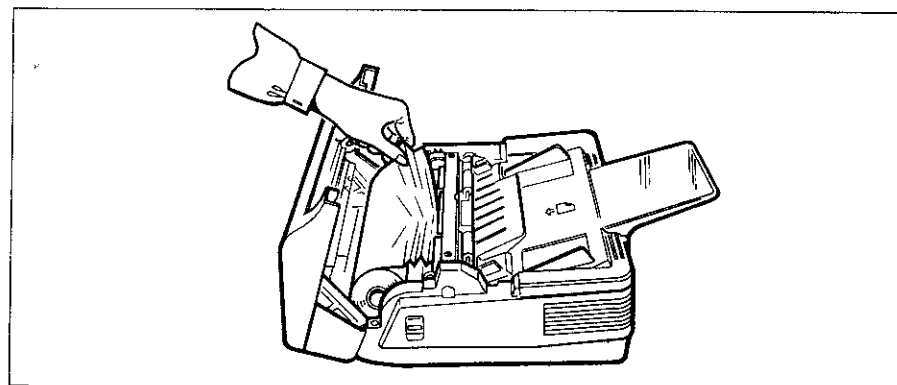
Reloading a Recording Paper

Your facsimile machine uses a roll of special recording paper. You can easily load paper yourself by following the steps below.

1. Open the Receiving Unit (Control Panel) by depressing the latch button.

Receiving Unit

Latch Button
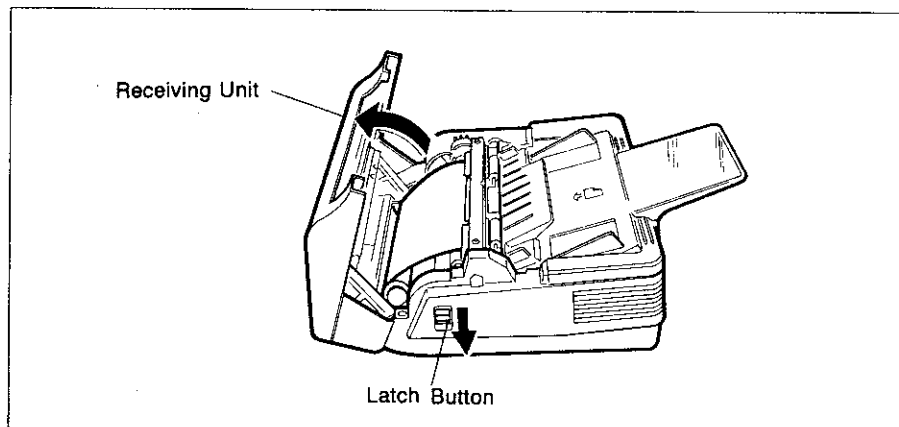
2. If there is a used roll inside, lift it out and set a new roll in its place. Be sure the direction of the roll is as shown below.
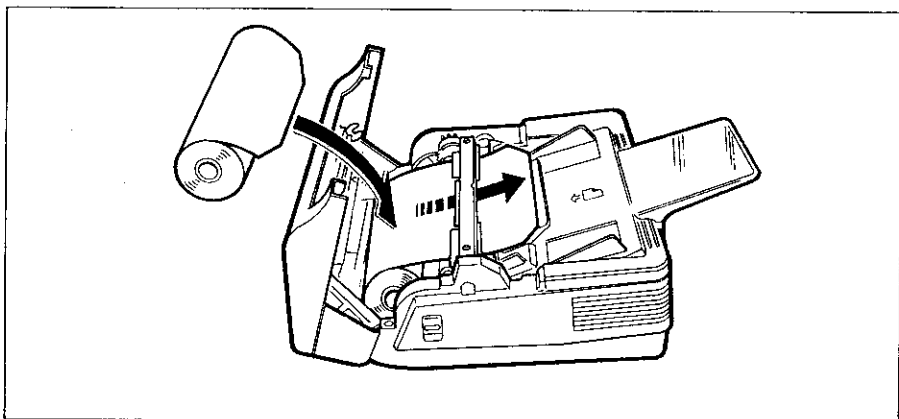
3. Close the receiving unit carefully by pressing both ends gently until you hear the cover lock into position. The recording paper projected from the unit will be cut automatically. Remove this cut paper.

12
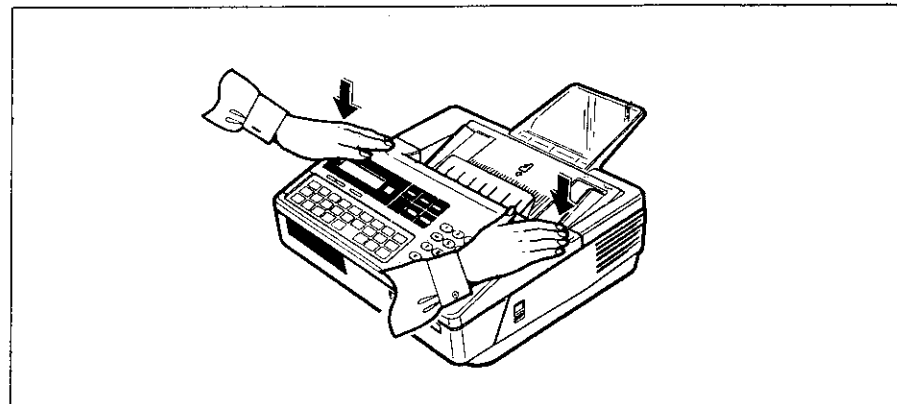
Clearing a Document Jam

If a document becomes jammed in the machine, the display will show information code 031.

To clear the jam,

1. Open the Receiving Unit by depressing the latch button on the right side panel, and swing the Receiving Unit forward.
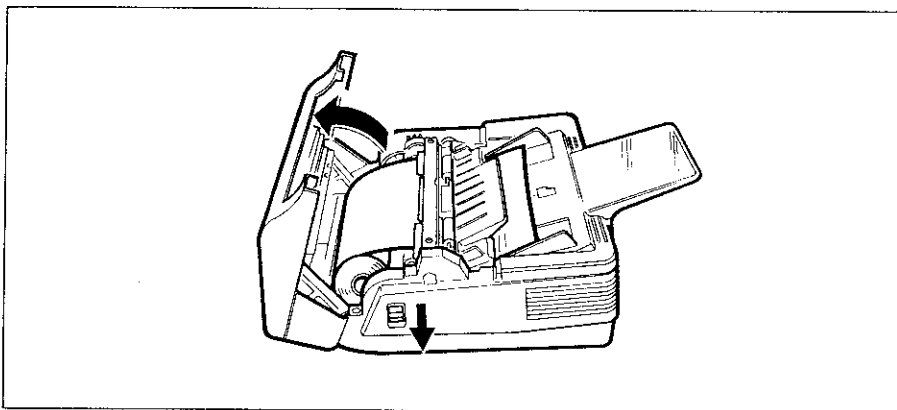
2. Unlock the ADF unit by gently pulling up both sides of the ADF unit. When the ADF unit springs open, raise it to release the jammed paper.
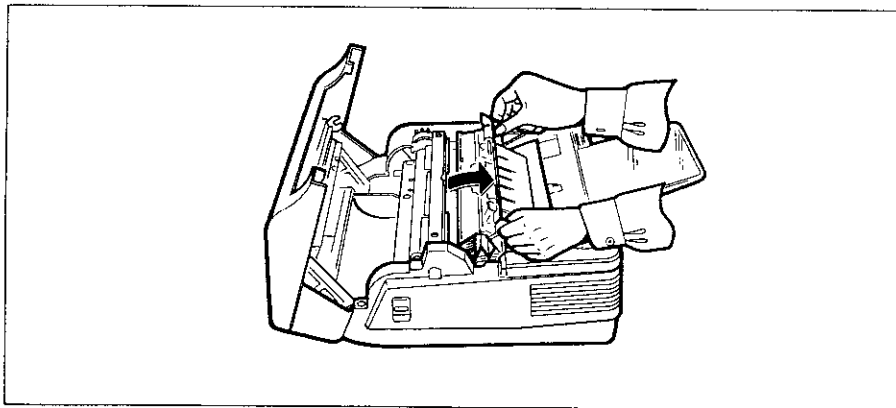
3. Remove the jammed paper.
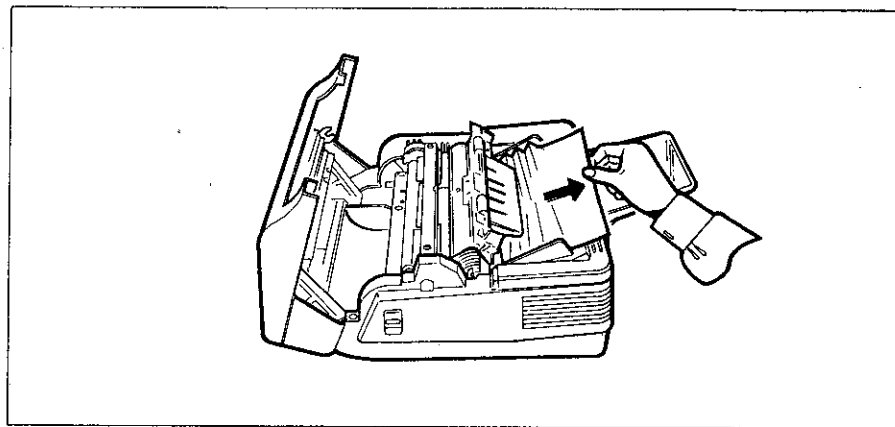
4. Relock the ADF unit into place by pressing down on it gently. Then gently close the Receiving Unit with both hands.

12
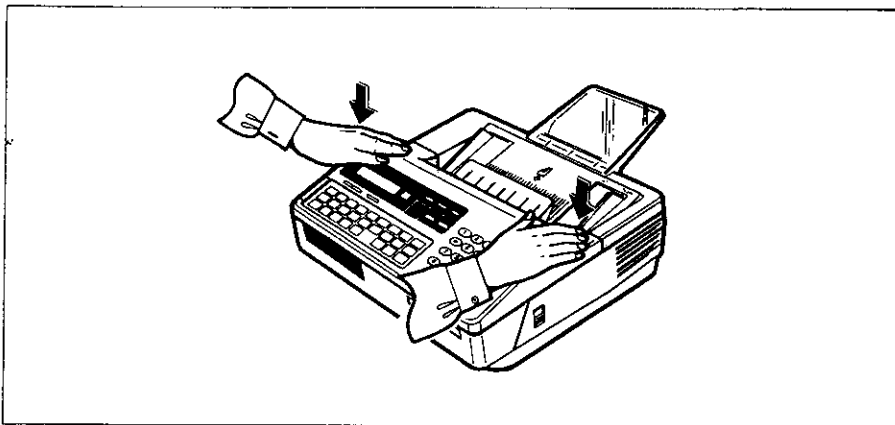
Adjusting the Automatic Document Feeder (ADF)

If misfeeding of a document happens frequently, we suggest you adjust the ADF following the procedure below.

1. Open the Receiving Unit by depressing the latch button.
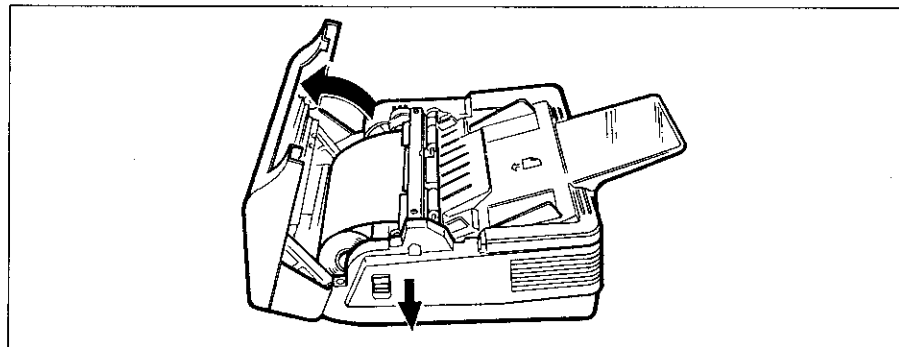
2. Unlock the ADF unit by gently pulling up both sides of ADF.
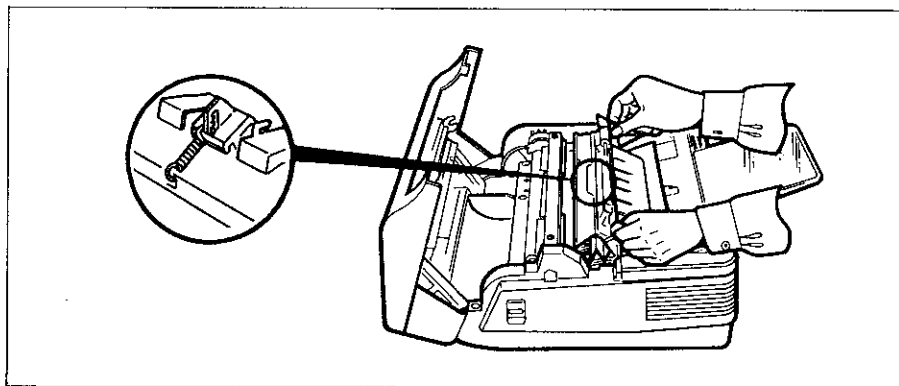
3. Adjust the Pressure Plate.

Position 4	Set to this position if the feed trouble does not improve at Position 3.
Position 3	To prevent multiple feed trouble
Position 2	Standard Position
Position 1	To prevent non-feed trouble

NOTE

If the feed trouble continues after setting to Position 4, please call your service representative.

94

Refilling the Verification Stamp Unit

The verification stamp unit contains ink. When the stamp appears faded or hard to read, refill the stamp unit with ink.

To refill the stamp unit,

1. Open the Receiving Unit by depressing the latch button on the right side panel, and swinging the Receiving Unit forward.

2. Lift out the paper roll inside. (Note carefully the direction of the paper so that you can replace the roll correctly later on.)
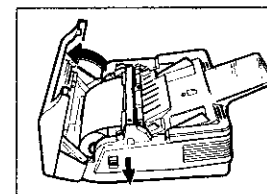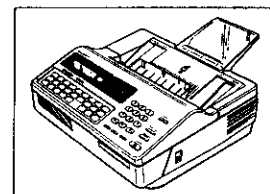
**3.** Turn the Recording Paper Guide Plate and the Transmitting Eject Guide Plate towards you. You can now see the verification stamp unit.
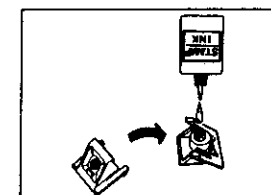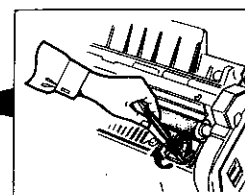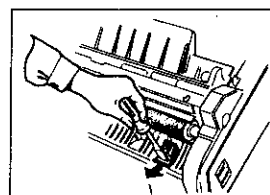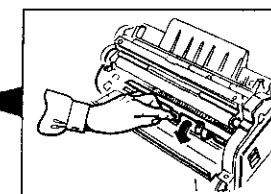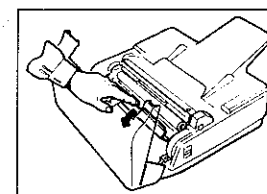
4. Insert a flathead screwdriver into the groove of the unit and slide the unit forward.

5. Pull the stamp unit out with a pair of tweezers.

6. Refill the stamp unit by placing one drop of ink into the refill hole.

7. Replace the stamp unit by following the above instructions in the reverse order.

NOTE

When the stamp unit is set as above, the stamp will appear on the front side of each page. If you want the stamp to appear on the back side of each page, ask your service personnel to change the stamp unit.

95

Cleaning the Thermal Recording Head

The thermal head in your machine needs to be cleaned periodically to ensure clear facsimile reproduction.

To clean the thermal head,

1. Open the Receiving Unit by depressing the latch button on the right side panel.
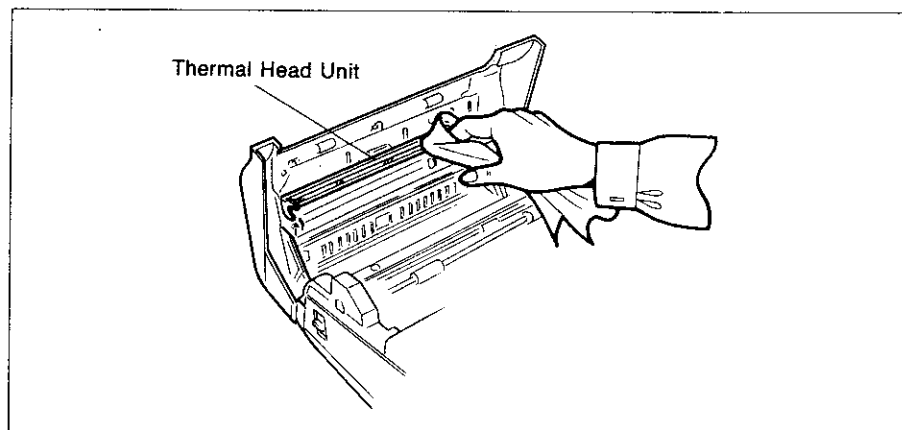
Thermal Head Unit

2. Wipe the surface of the thermal head unit gently with a soft cloth or gauze soaked with ethyl alcohol. Be sure to use a clean cloth since the thermal head can be easily scratched.

---

13 APPENDIX .

a. RELAYED (MULTI-STATION) TRANSMISSION

General Description

Relayed Transmission is a feature which can save you time and transmission costs if you need to send the same document to several facsimile stations at the same time. This is especially true if the transmissions are long distance.

To use Relayed Transmission, you must be part of a "Relay Network" built around a "Relay Station." That is, when you send a document by Relayed Transmission, you actually send it to a Relay Station together with instructions to relay it to one or more end receiving station(s). The Relay Station first receives the document in its memory and then relays it to the end receiving station(s).

Example:

Initial Sending Station — RESULT REPORT — Relay Station — End Receiving Stations

New York Office

Singapore

Tokyo

Hong Kong

Local Call

Wellington
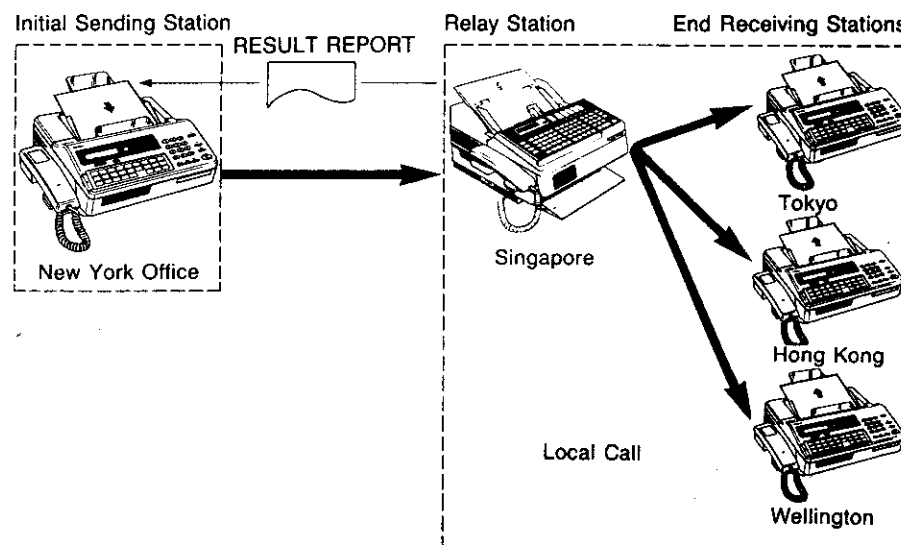
NOTE

The number of end receiving stations that can be reached by a Relay Transmission is limited by the memory capacity of the initial sending machine; i.e., your machine cannot make a Relay Transmission to more than 70 end receiving stations. This is enough, however, to allow more than one Relay Network to be set up.

UF-160 Compatibility with Other Machines

Table 1 shows the kinds of facsimile machines which can make up a Relay Network used for Relayed Transmission. Note that the UF-160 can serve as an Initial Sending Station or End Receiving Station.

Table 1 Relay Network Compatibility Requirements

Station	Compatible Model	Special Settings
Initial Sending Station	UF-140 UF-150 UF-160 UF-170 UF-250 UF-260 UF-620 UF-640 UF-750	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620 UF-640	
End Receiving Station	CCITT G3/G2 compatible machines	Not required.

Relay Network

A Relay Network is basically a group of facsimiles programmed to communicate with each other via a Relay Station. In this case, the word programmed means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Since the UF-160 can only serve as an Initial Sending Station or End Receiving Station in a Relay Network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the setting up procedure described here, and certain instructions provided by the network organizer (usually the person controlling the Relay Station). You should know, however, what kind of network you are going to connect to, and how it works. Two sample networks are shown in Figures 1 and 2.

Figure 1 shows a sample network as seen from New York. London and Singapore are Relay Stations connected to New York. Viewed from New York, Stockholm, Geneva, Rome, Tokyo, Hong Kong, Sydney, and Wellington are End Receiving Stations. (Note: Sample network A is merely an example and does not imply that all of the countries shown can be connected in this kind of network.)

With this simple network using two Relay Stations, you can send a document with one operation to any combination of stations in the network via the London Relay Station and/or Singapore Relay Station. If New York only transmits to one station, for example, then the document will go directly to the station or indirectly via the Relay Station depending on the One Station XMT parameter you preset.
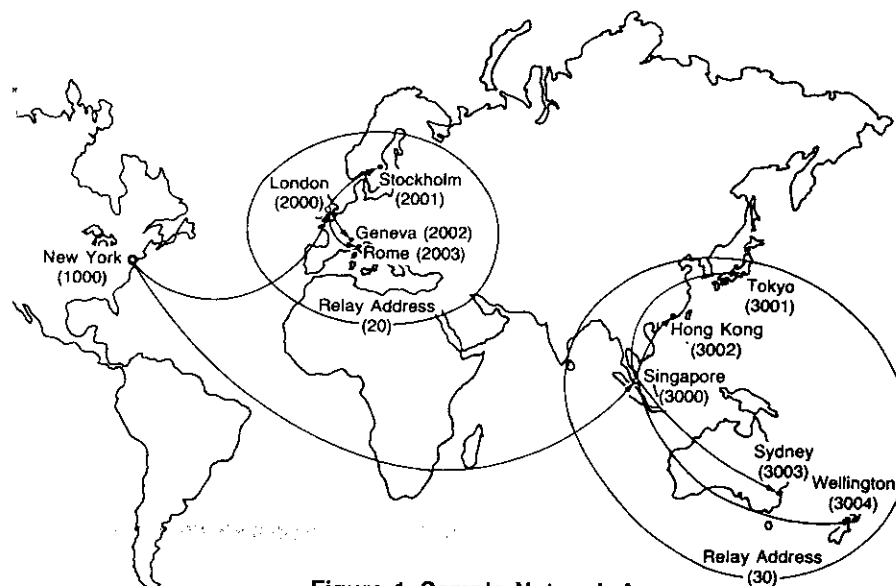
13

Figure 1 Sample Network A

Tables 2, 3 and 4 are sample Parameter Tables for Network A.

Table 2 Sample Parameter Table for New York

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station XMT
	New York	212 111 1234	—	—	1000	
01	London	011 44 1 1111234	20	YES	2000	Direct
02	Stockholm	011 46 8 1111234	20	NO	2001	Direct
03	Geneva	011 41 22 1111234	20	NO	2002	Direct
04	Rome	011 39 6 1111234	20	NO	2003	Direct
05	Singapore	011 65 1111234	30	YES	3000	Direct
06	Tokyo	011 81 3 1111234	30	NO	3001	Relay
07	Hong Kong	011 852 5 1111234	30	NO	3002	Relay
08	Sydney	011 61 2 1111234	30	NO	3003	Relay
09	Wellington	011 64 4 1111234	30	NO	3004	Relay

Table 3 Sample Parameter Table for London

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address
	London	1 111 1234	20	—	2000
01	Stockholm	010 46 8 1111234	20	NO	2001
02	Geneva	010 41 22 1111234	20	NO	2002
03	Rome	010 39 6 1111234	20	NO	2003
04	New York	010 1 212 1111234	—	—	1000

Table 4 Sample Parameter Table for Singapore

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address
	Singapore	1111234	30	—	3000
01	Tokyo	005 81 3 1111234	30	NO	3001
02	Hong Kong	005 852 5 1111234	30	NO	3002
03	Sydney	005 61 2 1111234	30	NO	3003
04	Wellington	005 64 4 1111234	30	NO	3004
05	New York	005 1 212 1111234	—	—	1000

100

Figure 2 Sample Network B

Figure 2 shows Sample Network B as seen from New York. London and Singapore are both Relay Stations which are connected with New York in series. Viewed from New York, the Singapore Relay Station is an End Receiving Station like the other stations. This is a more complex network configuration using two Relay Stations in which you may still send a document with one operation to any combination of stations via the main Relay Station in London. (Note: Sample network B is merely an example and does not imply that all of the countries shown can be connected in this kind of network.)

However, in this case the End Receiving Stations, Tokyo, Hong Kong, Sydney and Wellington will be served via the Singapore Relay Station. It should be noted that the two Relay Stations will only be used when the Initial Sending Station in New York specifies more than one End Receiving Station off the second Relay Station. If only one End Receiving Station is specified, then this will automatically be included in the broadcast via the first Relay Station. More than one Relay Network may be configured within these constraints.

Tables 5, 6 and 7 are sample Parameter Tables for Network B.

Table 5 Sample Parameter Table for New York

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station XMT
	New York	212 1111234	—	—	1000	
01	London	011 44 1 1111234	20	YES	2000	Direct
02	Stockholm	011 46 8 1111234	20	NO	2001	Direct
03	Geneva	011 41 22 1111234	20	NO	2002	Direct
04	Rome	011 39 6 1111234	20	NO	2003	Direct
05	Singapore	011 65 1111234	20	NO	3000	Direct
06	Tokyo	011 81 3 1111234	20	NO	3001	Relay
07	Hong Kong	011 852 5 1111234	20	NO	3002	Relay
08	Sydney	011 61 2 1111234	20	NO	3003	Relay
09	Wellington	011 64 4 1111234	20	NO	3004	Relay

Table 6 Sample Parameter Table for London

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address
	London	1 111 1234	20	—	2000
01	Stockholm	010 46 8 1111234	20	NO	2001
02	Geneva	010 41 22 1111234	20	NO	2002
03	Rome	010 39 6 1111234	20	NO	2003
04	Singapore	010 65 1111234	30	YES	3000
05	Tokyo	010 81 3 1111234	30	NO	3001
06	Hong Kong	010 852 5 1111234	30	NO	3002
07	Sydney	010 61 2 1111234	30	NO	3003
08	Wellington	010 64 4 1111234	30	NO	3004
09	New York	010 1 516 1111234	—	—	1000

Table 7 Sample Parameter Table for Singapore

One-Touch/ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address
	Singapore	1111234	30	—	3000
01	Tokyo	005 81 3 1111234	30	NO	3001
02	Hong Kong	005 852 5 1111234	30	NO	3002
03	Sydney	005 61 2 1111234	30	NO	3003
04	Wellington	005 64 4 1111234	30	NO	3004
05	New York	005 1 212 1111234	—	—	1000

Setting Up Your Machine for Relayed Transmission

To set up your machine for Relayed Transmission, use the procedures on the following pages to set the eight parameters listed below. Some parameters (e.g., Relayed XMT Fax Parameter) are only set once, but others must be set separately for each station in the Relay Network.

1. Relayed XMT Fax Parameter:
This switches the Relayed XMT function ON or OFF.

2. Own Telephone Number:
The full telephone number should be entered.

3. Network Address:
End Receiving station telephone numbers set in an Initial Sending station may be different from the numbers set in a Relay Station. To send a fax to an End Receiving station via a Relay Station each station in the network must be identified with a certain code which does not vary depending on where you call from. The code is the Network Address, which consists of a four-digit number and is assigned to a One-Touch/ABBR number.

4. Network Password:
A four-digit number which prevents unauthorized (outside) stations from accessing the Relay Station and using its memory. Every station in the network should set the same Network Password.

5. One-Touch/ABBR Numbers:
The One-Touch or ABBR number you set must represent the fax number of a particular station in the network as seen from your station.

6. Relay Station Parameter (Yes/No):
Set "Yes" if the particular station you are recording is a Relay Station. If you are connected to more than one Relay Station in series, set "YES" only for the first Relay Station.
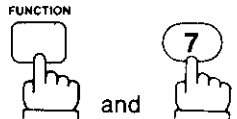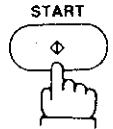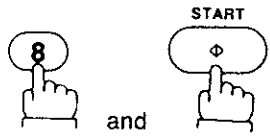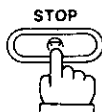
7. Relay Address:
A two-digit number which identifies the Relay Station your machine will use. Your machine may be connected to more than one Relay Station in parallel, but when you use Relayed XMT your machine will only send documents to the Relay Station identified by the Relay Address.
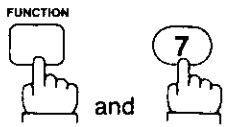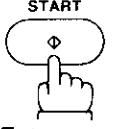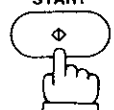
8. One Station XMT (Relay/Direct) Parameter:
If you send a document to only one End Receiving Station, you can set your machine to transmit directly to that station, without going through the Relay Station, by selecting "Direct." Set "Relay" if you always want to go through the Relay Station.

13

To set the Relayed XMT Fax Parameters;

1 FUNCTION and **7**

SET MODE
NO.=▮

2 **5**

FAX PARAMETERS

3 START

FAX PARAMETER
NO.=▮

4 Enter the fax parameter number 08.
8 and START

08 RELAY XMT REQUEST
1:INVALID

5 Enter setting number 2.
2

09 RELAY XMT REQUEST
2:VALID

6 START

09 CONFIDENTIAL FAX
1:INVALID

7
To return to standby, STOP

01-DEC-1990 15:00

104

To set your own Telephone Number, your own Network Address, and the Network Password:

1 FUNCTION and **7**

SET MODE
NO.=▮

2 **2**

RELAYED XMT &
CONF.COMM.PARAMETERS

3 START

Enter your facsimile telephone number (max. 36 digits).
Ex: 1 212 111 1234

OWN TELEPHONE NO.
▮

OWN TELEPHONE NO.
1 212 111 1234▮

4 START

Enter your Network Address (four digits).
Ex: 1000

OWN NETWORK ADDRESS
▮▮▮▮

OWN NETWORK ADDRESS
100▮

5 START

Enter the Network Password (four digits).
Ex: 9999

NETWORK PASSWORD
▮▮▮▮

NETWORK PASSWORD
999▮

6 Enter the Network Password (four digits) and, START

SUBSTITUTE RELAY STN
▮

105

13
|||||||||||||||||||||

7 Enter the Substitute Relay Station number using a One-Touch key or ABBR.
Ex: ABBR 1 2

```
SUBSTITUTE RELAY STN
[12] (Station name)
```

8 START

```
OWN TELEPHONE NO.
█ 212 111 1234
```

9 STOP

```
01-DEC-1990 15:00
```

To return to standby,

To set a One-Touch/ABBR, Dialing Number, Network Address, Relay Station Parameter (YES/NO) and One Station XMT (Relay/Direct) parameter;

1 FUNCTION and 7

```
SET MODE
          NO. =█
```

2 3

```
ONE-TOUCH/ABBR. NOS.
```

3 START

```
ONE-TOUCH/ABBR. █
```

13
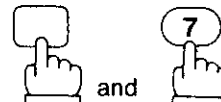
4 Press a One-Touch key or ABBR and two-digit number.
Ex: One-Touch key 01

```
[01] TELEPHONE NO.
█
```

Enter called station's number.
Ex: 0 1 1 SPACE 6 5 SPACE 1 1 1 1 2 3 4

```
[01] TELEPHONE NO.
011 65 1111234█
```

5 START

```
[01] STATION NAME
█
```

Enter called station's name.
Ex: SINGAPORE

```
[01] STATION NAME
SINGAPORE█
```

6 To set the name, START

```
[01] ALT. ABBR. NO.
█
```

7

If the receiving party has an alternative facsimile telephone number, you can enter it here as an alternative ABBR. NO. by pressing the One-Touch or ABBR. key.

Ex: [15]

```
[01]  ALT.  ABBR.  NO
[15]  (Station name)
```

8

START
◇

```
[01]  NETWORK  ADDRESS
                    ▮▮▮▮
```

Enter four-digit Network Address.

Ex: [2][0][0][0]

```
[01]  NETWORK  ADDRESS
                    2000
```

9

START
◇

```
[01]  RELAY  STN  NO. =▮
1:YES  2:NO
```

If the recorded station is the First Relay Station, press [1].
If not, press [2].

Ex: [1]

10

Enter the two-digit Relay Address.

Ex: [2][0]

```
[01]  RELAY  ADDRESS
                    ▮▮
```

```
[01]  RELAY  ADDRESS
                    20
```

11

START
◇

```
[07]  ONE  STN    NO. =▮
1:RELAY  2:DIRECT
```

In case the station you have just recorded will be used for one-station transmission, you can preset the transmission route.
[1] For transmission via the Relay Station
[2] For direct transmission

12

Repeat steps 4 through 11 to enter the numbers for other stations, or return to standby by pressing [STOP].

```
ONE-TOUCH/ABBR.  ▮
```

108

To printout a One-Touch/ABBR. NOS. List;

1

FUNCTION
▭ and ⑥

```
PRINT  OUT
            NO. =▮
```

2

②

```
ONE-TOUCH/ABBR.  NOS.
```

3

START
◇

```
* PRINTING *
ONE-TOUCH/ABBR.  NOS.
```

13

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Sample One-Touch/ABBR. NOS. List

```
******************* ONE-TOUCH/ABBR.NOS. ******* DATE 01-DEC-1990 ***** TIME 12.00 ***** P.1
                                                           (1)                    (2)        (3)
```

(4) ABBR. NO.	(5) STATION NAME	(6) TELEPHONE NUMBER	(7) NETWORK ADDRESS	(8) RELAY STATION	(9) RELAY ADDRESS	(10) ONE STN XMT	(11) ALT ABBR
[01]	London	011 44 1 1111234	2000	YES	20	DIRECT	
[02]	Stockholm	011 46 8 1111234	2001	NO	20	DIRECT	
[03]	Geneva	011 41 22 1111234	2002	NO	20	DIRECT	[20]
[04]	Rome	011 39 6 1111234	2003	NO	20	DIRECT	[47]
[05]	Singapore	011 65 1111234	3000	YES	30	DIRECT	
[06]	Tokyo	011 81 3 1111234	3001	NO	30	RELAY	
[07]	Hong Kong	011 852 5 1111234	3002	NO	30	RELAY	
[08]	Sydney	011 61 2 1111234	3003	NO	30	RELAY	
[09]	Wellington	011 64 4 1111234	3004	NO	30	RELAY	

```
        NO. OF STATIONS = 09          (12)

     OWN TELEPHONE NO.  = 212 1111234     (13)
     OWN NETWORK ADDRESS = 1000           (14)
       NETWORK PASSWORD = 9999            (15)
     SUBSTITUTE RELAY STN = (60)
                                              (16)
                                         -UF-160 Tokyo        -

                                              (17)
************************************************************ -1 212 111 1234- **********
```

Sample One-Touch/ABBR. NOS. List Explanation

(1) Printout date
(2) Printout time
(3) Printout page number
(4) Abbreviated number or One-Touch number
(5) Station name recorded in the machine
(6) Telephone number recorded in the machine
(7) Network Address
(8) Relay Station
(9) Relay Address
(10) One station XMT
(11) Alternative ABBR. Number
(12) Number of recorded ABBR. and One-Touch numbers
(13) Own telephone number
(14) Own Network Address
(15) Network Password
(16) Own LOGO
(17) Own ID number

: Day-Month-Year
: Hour:Minute

: Up to 15 characters
: Up to 36 digits

: Yes/No

: Relay/Direct



: Up to 25 characters
: Up to 20 digits

Sending Relayed Faxes

To send the same document to several places at the same time (Relayed Transmission), you must be connected to a facsimile network using a Relay Station. You must also set FAX Parameters and record network and station address parameters in the memory of your machine. See Relayed XMT (Transmission) and Confidential Fax Network Features and Requirements in the Appendix for a detailed description of the network and recording procedures. By setting the RELAYED XMT function (see below) you will also be able to transmit to a single station via a fixed route (leased line) which has been preset at the Relay Station.

Once you have set up your network and are connected to a Relay Station, you can send faxes with the following procedure.

13

1 Place documents face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT  SET
```
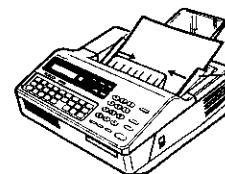

Document Guide

2 FUNCTION and (2)

```
RELAYED  XMT
ENTER  STATIONS
```

3 Dial by pressing a One-Touch key, or ABBR and 2 digits.
Ex: One-Touch key [10].

```
RELAYED  XMT
[10]  (Station  name)
```

4 To add more One-Touch or `ABBR` numbers (up to 100 maximum), repeat step 3.
Ex: `ABBR` and `3` `5` .

```
RELAYED XMT
[35] (Station name)
```

5 START

(In this example Station No. 5 is the Relay Station.)

```
* DIALING *
[05] (Station name)
```

NOTE
To erase or change stations set in steps 3 or 4, press `CLEAR` . If you recorded several, use MODE `−` or `+` to find the station you want. Then press `CLEAR` . Add new stations with One-Touch keys, or `ABBR` and two digits.

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Printouts and Reports

When you use Relayed Transmission, your machine will print out the following two reports to help you check and keep track of your faxes (see pages 114~116 for samples of these reports).

1. Relay XMT Report (COMM. JOURNAL)
When your machine finishes transmitting to the Relay Station, it will print out a RELAY XMT REPORT report telling you what it did and whether it was successful or not.

Relay Station

Relay XMT Report (COMM. JOURNAL)
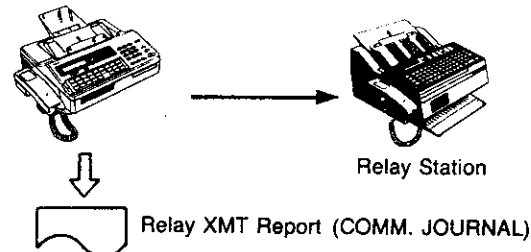
2. Result Report
When the Relay Station finishes transmitting the fax it received from you to the end receiving station(s) in your network, and/or the Relay Station in another network, it will print out a RELAY XMT RESULT report telling you what it did and whether it was successful or not.

End Receiving Station

Relay Station

Copy of document
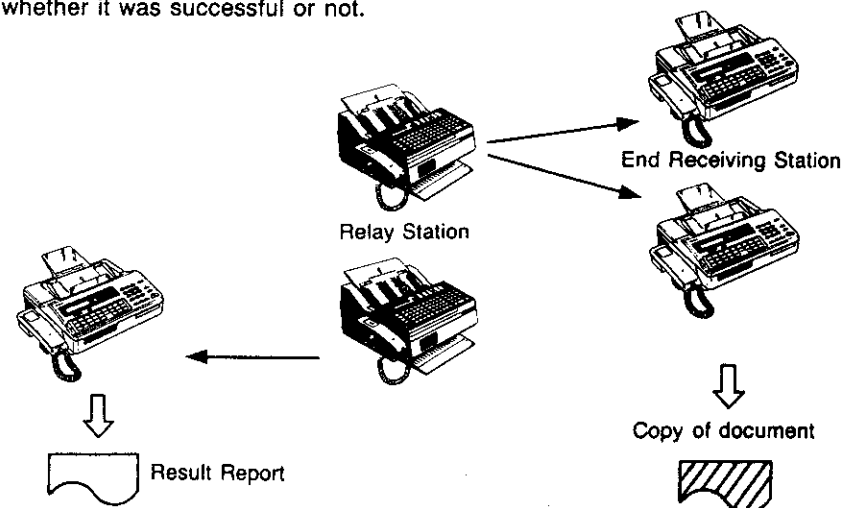
Result Report

NOTE
If you transmit via more than one Relay Station, you will receive a separate Result Report.

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Sample Relayed Transmission Report (COMM. JOURNAL)

```
                                       (1)             (2)         (3)
********************** -COMM. JOURNAL- ****** DATE 01-DEC-1990 ***** TIME 16:01 ***** P.1


              (4)                          (5)              (6)
    MODE = TRANSMISSION             START = 01-DEC 16:00   END = 01-DEC 16:00


(7)    (8)      (9)         (10)         (11)    (12)     (13)        (14)
NO.    COM    ABBR/NTWK   STATION NAME/  PAGES  PRG. NO.  PROGRAM NAME  RLY STN
                         TELEPHONE NO.


01    R-OK    [01]/2000   London        01/01                      [01]/2000
02    R-OK    [02]/2001   Stockholm     01/01                      [01]/2000
03    R-OK    [03]/2002   Geneva        01/01                      [01]/2000
04    R-OK    [04]/2003   Rome          01/01                      [01]/2000
05    R-OK    [05]/3000   Singapore     01/01                      [01]/3000
06    R-OK    [06]/3001   Tokyo         01/01                      [01]/3000
07    R-OK    [07]/3002   Hong Kong     01/01                      [01]/3000
08    INC     [08]/3003   Sydney        00/01                      [01]/3000
09    R-OK    [09]/3004   Wellington    01/01                      [01]/3000


                                      (15)
                                -UF-160 Tokyo          -

                                                    (16)
*************************************************************** -1 212 111 1234- **********
```

Sample Relayed Transmission Report Explanation

(1) Printout date   : Day-Month-Year
(2) Printout time   : Hour:Minute
(3) Printout page number
(4) Indication of Transmission mode
(5) Starting time of transmission
(6) Ending time of transmission
(7) Communication number
(8) Communication result   : "R-OK" indicates that the
                                           transmission to the Relay
                                           Station was successful.
                                           "INC" indicates that the
                                           transmission to the Relay
                                           Station was incomplete.

(9) Abbreviated number and Network Address
(10) Station name
(11) Number of page transmitted
(12) Program number
(13) Program name
(14) Relay Station number
(15) LOGO   : Up to 25 characters
(16) ID number   : Up to 20 digits

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Sample Result Report (Relay XMT Result)

```
    (1)                     (2)                  (3)       (4)
1989-02-16   16:37  UF-640 Singapore         65 1111234  P.01/01

                                            (5)              (6)       (7)
******** UF-640 ****** RELAY XMT RESULT ******* DATE 1989-02-16 ***** TIME 16:36 ****** P.1

      (8)                        (9)
MODE = RELAY COMM.            RELAY/NETWORK ADDR. = 20/2000

                 (10)                  (11)               (12)
REQUEST RCVD TIME = 02-16  16:01  START = 02-16  16:03  END = 02-16  16:36

       (13)                        (14)
DOC NO. = 002                 NO. OF PAGES = 01

                                 (15)
              REQUESTING NETWORK ADDR. = 1000

                                 (16)
              REQUESTING TELEPHONE NO. = 212 111 1234

(17)    (18)           (19)            (20)
NO.     COM     NETWORK/RELAY ADDR.    DOC
01      OK      OWN                    01/01
02      OK      2001        20         01/01
03      OK      2002        20         01/01
04      OK      2003        20         01/01
05      OK      3000        20         01/01
06      INC     3001        20         01/01
07      OK      3002        20         01/01
08      OK      3003        20         01/01


                                            (2)
                                    -UF-640 London       -

                                                (21)
                                        -01 1111234-

                                              (3)
*************** -PANASONIC- ************************************** -44 1 1111234- **********

                                              (22)
                                        TOTAL P.01
```

13

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Sample Result Report Explanation

(1) Printout date and time   : Year-Month-Day

(2) Relay Station's LOGO

(3) Relay Station ID number

(4) Page number   : Number of pages sent/Total pages

(5) Transmitted date   : Year-Month-Day

(6) Transmitted time .

(7) Transmitted pages

(8) Function mode

(9) Relay Address/Network Address of the Relay Station

(10) The time when the Relayed Faxes are accepted by the Relay Station

(11) The time when the Initial Sending Station transmitted Relay Faxes

(12) The time when the Relay Station sent back the Relay XMT Result to the Initial Sending Station

(13) Document file number registered in Relay Station's memory

(14) Document file page number

(15) Network Address of the Initial Sending Station

(16) Telephone number of the Initial Sending Station

(17) Number of the End Receiving Station

(18) Communication result   : "OK" indicates that the transmission was successful.
        : "INC" indicates that the transmission was incomplete.

(19) Network Address/Relay Address

(20) Page number   : Number of pages sent/Total pages

(21) Relay Station's telephone number

(22) Number of total pages printed out

b. CONFIDENTIAL COMMUNICATIONS

General Description

This feature is a simple way to ensure that confidential information reaches the right person without anyone else seeing it. When you send a normal fax, it is printed out immediately by the receiving machine and almost anyone who uses the machine might see the fax. When you use the Confidential Communication feature, however, the fax is stored in the memory, of a designated machine (Relay Station) where only a person with the right Confidential Code number can retrieve it.

Figure 1 illustrates how a Confidential fax can be sent via a Relay Station. First the Initial Sending Station sends a confidential fax to the Relay Station together with a Confidential Code. The fax will then be stored in the Relay Station's memory until polled by an End Receiving Station or printed out at Relay Station. The End Receiving Station must know the Confidential Code attached to the fax and share the Polling Password with the Relay Station. Note that your machine works as an Initial Sending Station or End Receiving Station.
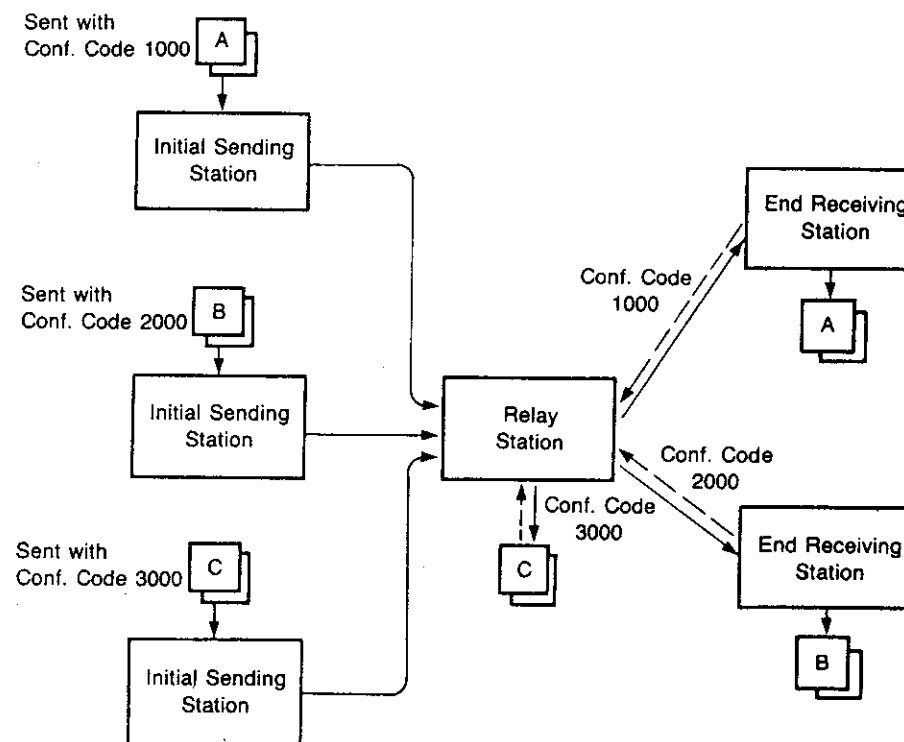
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Figure 1 Confidential Communications via a Relay Station

UF-160 Compatibility with Other Machines

Table 1 shows how the UF-160 fits in with the compatibility requirements of the different kinds of facsimile stations which make up a Relay Network for Confidential Communications. It also shows whether or not special settings are required.

Table 1 Confidential Communication Requirements

Station	Model	Special Settings
Initial Sending Station	UF-140 UF-150 UF-160 UF-170 UF-250 UF-260 UF-620 UF-640 UF-750	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620 UF-640	
End Receiving Station (Closed User Group)	UF-140 Panafax 145 UF-150 Panafax 155 UF-160 UF-170 UF-250 UF-260 UF-620 UF-640 UF-750	

If UF-620 is the Relay Station, more than one document can be stored in the same memory file using the same Confidential Code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If UF-640 is the Relay Station, you cannot add a fax to the title which has the same Confidential Code attached with the titles already stored in the memory. Whichever station you use you can also create more than one file, each with a different Confidential Code.

Note also that once you have polled or printed out the confidential fax from the Relay Station, the fax is automatically erased from the memory.

Setting Up Your Machine for Confidential Communications

To use Confidential Communications you must first preset the Confidential Communication Fax Parameter described below. Then, every time you actually send a Confidential Fax you must set a Confidential Code.

1. **Confidential Communications Fax Parameter:**
   This switches the Confidential Communications function ON or OFF.

2. **Own Telephone Number:**
   The full telephone number should be entered.

3. **Network Password and Polling Password**
   You may use Network Password and Polling Password to prevent outside facsimile(s) from using the Confidential Communication network. The same password must be provided to all the machines inside the network.

4. **Confidential Code:**
   A four-digit code which you must assign to each Confidential Fax you send. It identifies the fax when it is stored in the Relay Station. The receiving person must know the code in order to poll the fax from the Relay Station.

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NOTE
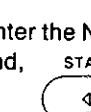
To set Polling Password, see page 53.

To set the Confidential Communications Fax Parameter;

1 FUNCTION and **7**

```
SET  MODE
        NO.=■
```

2 **5**

```
FAX  PARAMETERS
```

3 START

```
FAX  PARAMETER
        NO.=■
```

4 Enter the fax parameter number 09.

9 and START

```
09  CONFIDENTIAL  FAX
    1:INVALID
```

5 Enter setting number 2.

2

```
09  CONFIDENTIAL  FAX
    2:VALID
```

6 START

```
11  PASSWORD  XMT
    1:INVALID
```

7

To return to standby, STOP

```
01-DEC-1990  15:00
```

120

To set your own Telephone Number, your own Network Address and the Network Password,

1 FUNCTION and **7**

```
SET  MODE
        NO.=■
```

2 **2**

```
RELAYED  XMT  &
CONF.COMM.PARAMETERS
```

3 START

```
OWN  TELEPHONE  NO.
■
```

Enter your facsimile telephone number (max. 36 digits).
Ex: 1 212 111 1234

```
OWN  TELEPHONE  NO.
1  212  111  1234■
```

4 START

```
OWN  NETWORK  ADDRESS
               ■■■■
```

Enter your Network Address (four digits).
Ex: 1000

```
OWN  NETWORK  ADDRESS
                1000
```

5 START

```
NETWORK  PASSWORD
               ■■■■
```

Enter the Network Password (four digits).
Ex: 9999

```
NETWORK  PASSWORD
                9999
```

6 Enter the Network Password (four digits) and, START

```
SUBSTITUTE  RELAY  STN
■
```

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7 Enter the Substitute Relay Station number using a One-Touch key or ABBR.
Ex: `ABBR` `1` `2`

```
SUBSTITUTE RELAY STN
[12] (Station name)
```
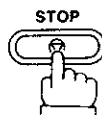
8 START
⊕

```
OWN TELEPHONE NO.
▌ 212 111 1234
```

9 STOP
⊕

To return to standby,

```
01-DEC-1990 15:00
```

Sending a Confidential Fax to a Relay Station

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
```

— Document Guide

2 FUNCTION
⊕ and (5)

```
CONFIDENTIAL COMM.
CONF.CODE=▮▮▮▮
```

3 Enter Confidential Code (four digits).
Ex: `2` `2` `3` `3`

```
CONFIDENTIAL COMM.
CONF.CODE=2233
```

```
CONFIDENTIAL COMM.
ENTER STATION
```

4 Dial the Relay Station's number by pressing a One-Touch key, `ABBR` and two digits, or `TEL/DIAL` and a full number.
Ex: One-Touch key `05`

```
CONFIDENTIAL COMM.
[05] SINGAPORE
```

5 START
⊕

```
CONFIDENTIAL XMT
[05] SINGAPORE
```

```
* DIALING *
106 65 1111234
```

6 If necessary, inform the receiving party of the confidential Fax and tell them the Confidential Code and the Relay Station you sent the document to.

NOTE
You can skip Step 6 and Step 7 if not necessary.

13
▏▏▏▏▏▏▏▏▏▏▏▏

Polling a Confidential Fax from a Relay Station

After you have been informed that someone has transmitted a confidential Fax to a Relay Station, you can retrieve the Confidential Fax from the Relay Station's memory in the following way.

1 Make sure no documents are on the ADF.
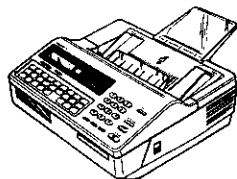
2 FUNCTION ⬜ and ⑤

CONFIDENTIAL COMM.
CONF.CODE=▮▮▮▮

3 Enter Confidential Code (four digits).
Ex: [2] [2] [3] [3]

CONFIDENTIAL COMM.
CONF.CODE=2233

CONFIDENTIAL COMM.
ENTER STATION

4 Dial the Relay Station's number by pressing a One-Touch key, [ABBR] and two digits, or [TEL/DIAL] and a full number.
Ex: One-Touch key [01]

CONFIDENTIAL COMM.
[01] SINGAPORE

5 START

CONFIDENTIAL POLL
[01] SINGAPORE

The machine begins dialing the Relay Station and, when it answers, retrieves the confidential fax.

* DIALING *
011 65 1111234

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Printouts and Reports

When you send a Confidential Fax to the Relay Station by dialing its One-Touch or ABBR. number, or the station's full number, your machine will print out a Confidential XMT Report, automatically, as soon as the transmission ends.

Sample Confidential XMT Report (COMM. JOURNAL)

```
                                              (1)              (2)
************************ -COMM. JOURNAL- ****** DATE 01-DEC-1990 ***** TIME 10.20AM ********

               (3)                            (4)                (5)
        MODE = CONFIDENTIAL-XMT         START = 01-DEC 10:20   END = 01-DEC 10:20

(6)   (7)     (8)         (9)         (10)    (11)        (12)          (13)
NO.   COM   ABBR/NTWK  STATION NAME  PAGES   PRG. NO.  PROGRAM NAME    RLY STN

01    R-OK   [05]/3000   Denver       01                              [05]/3000
               (16)
CONFIDENTIAL CODE = 2233

                                                        (14)
                                                    -UF-160 Tokyo       -

                                                                  (15)
***************************************************************** -1 312 111 1234- **********
```

Sample Confidential XMT Report Explanation

(1) Printout date : Day-Month-Year
(2) Printout time : Hour:Minute
(3) Indication of confidential transmission mode
(4) Starting time of transmission
(5) Ending time of transmission
(6) Communication number
(7) Communication result : "R-OK" indicates that the transmission to the Relay Station was successful. "INC" indicates that the transmission to the Relay Station was incompleted.
(8) Abbreviated number/ One-Touch/ABBR. number/Network Address
(9) Station name
(10) Number of page transmitted
(11) Program number
(12) Program name
(13) Relay station number
(14) Own LOGO : Up to 25 characters
(15) Own ID number : Up to 20 digits
(16) Confidential Code

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c. PASSWORD COMMUNICATION

Password Communications, including Password Transmission and Password Receiving, prevent your machine from sending a fax to a wrong station or receiving a fax from unauthorized stations. You can set Password Transmission and Password Receiving independently, or set both together.

To use Password Transmission, you have to set Fax Parameter 11 to the valid position (see pages 26~29) and set a four-digit Transmission Password in your machine in advance. The password must be shared with the other UF-160 machine(s). If the Transmission Password set in your machine does not match the Transmission Password set in the other UF-160 machine(s), the transmission will fail. You can select to use Password Transmission or not by setting PASSWD-XMT to on or off when you send a document.

To use Password Receiving you have to set Fax Parameter 12 to the valid position (see pages 26~29) and set a four-digit Receiving Password in your machine in advance. The password must be shared with the other UF-160 station(s). If the Receiving Password set in your machine does not match the Receiving Password set in the other UF-160 machine(s), the reception will fail. Once you set Password Receiving to on, it is valid until you change the setting to off.

You can communicate, using Password Transmission or Password Receiving, with the following models UF-160, UF-170, UF-260 and UF-750.

Setting Transmission Password and Receiving Password

Before setting Transmission Password and Receiving Password, be sure to set Fax Parameters 11 and 12 to the OFF position (see pages 26~29).
To set Transmission Password and Receiving Password, follow the procedure below.

1 FUNCTION [ ] and [7]

```
SET MODE
        NO. = ▇
```

2 [1]

```
USER PARAMETERS
```

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‖‖‖‖‖‖‖‖‖‖‖‖‖‖

3 START ◇

repeatedly.

```
XMT-PASSWORD
            ▇▇▇▇
```

4 Enter a four-digit Transmission Password.
Ex: [5] [0] [0] [0]

```
XMT-PASSWORD
            5000
```

5 To set the Transmission Password,
START ◇

```
RCV-PASSWORD
            ▇▇▇▇
```

6 Enter a four-digit Receiving Password.
Ex: [6] [0] [0] [0]

```
RCV-PASSWORD
            6000
```

7 To set the Receiving Password,
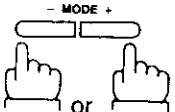START ◇

```
DATE & TIME
12-01-1990  15:00
```

To return to standby, press [STOP].

NOTE
The range of password you can enter is from 0001 to 9999.

How to Start Password Transmission

Password Transmission is preset to OFF in your machine.

To start Password Transmission, set PASSWD-XMT to ON following the procedure below.

1 Place a document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT  SET
```

2 – MODE +

 or repeatedly.

```
DOCUMENT  SET
    PASSWORD - XMT = OFF
```

3 SELECT

```
DOCUMENT  SET
    PASSWORD - XMT = ON
```

To turn PASSWD-XMT to OFF, press SELECT again.

4 Dial by pressing a One-Touch key, ABBR and two digits, or TEL/DIAL and a full number.

Ex: ABBR 4 5

```
* DIALING *
[ 45 ]  (Station  name)
```

If your machine's Transmission Password coincides with the other station's, your machine starts sending the document. If not, the display shows an error code.

When transmission is completed, PASSWD-XMT returns to standard setting.

NOTE
1. You can send a document to multiple stations by using Password Transmission.
2. To change the Standard setting of Password Transmission, see page 28. Once you set the standard setting to ON, turn PASSWD-XMT to OFF by pressing SELECT when you send a document, if necessary.

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How to Set Password Receiving

Password Receiving is preset to OFF in your machine.

To set Password Receiving, change the standard setting of Password Receiving to ON by following the procedure below.

1 FUNCTION and 7

```
SET  MODE
        NO . =
```

2 5

```
FAX  PARAMETERS
```

3 START

```
FAX  PARAMETER
    NO .
```

4 Enter Parameter Number 12 by pressing 1 2 .

```
12  PASSWORD  RCV
    1 : INVALID
```

5 To set Password Receiving, press 3 .

```
12  PASSWORD  RCV
    3 : ON
```

6 START

```
15  ECM
    2 : ON
```
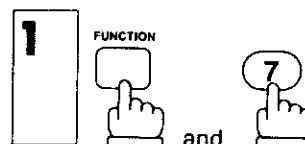
To return to standby, press STOP .

NOTE
Once you set Password Receiving, it is valid until you change the standard setting to OFF. To do so, enter 1 in Step 5, then press START .

13
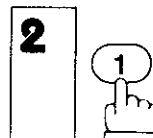
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d. FAX ACCESS CODE

The Fax Access Code prevents an unauthorized user from operating the machine. Once a four-digit Fax Access Code is registered, no one can operate the machine without entering the correct access code. Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to reenter the access code in order to use the machine again. Registering the Fax Access Code does not affect the use of the machine in any other way.
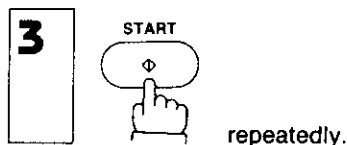
How to Set Fax Access Code

Before you use the Fax Access Code function, be sure to set Fax Parameter 20 to the valid position (see pages 26 - 29).

1 FUNCTION and 7

```
SET  MODE
        NO . =█
```

2 1

```
USER  PARAMETERS
```

3 START repeatedly.

```
FAX  ACCESS  CODE
              ▌▌▌▌
```

4 Enter a four-digit Fax Access Code.
Ex: 5 5 5 5

```
FAX  ACCESS  CODE
              5555
```

5 To set the code, * , # and START

```
DATE  &  TIME
█1-12-1990  15:00
```

6 STOP
To return to standby,

```
01-DEC-1990  15:00
              AC=
```
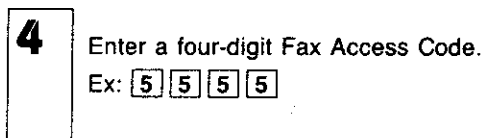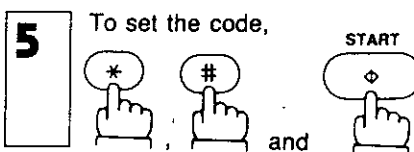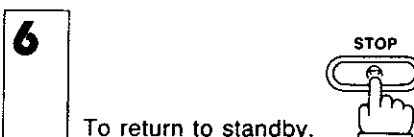
How to Use the Machine after You Set Fax Access Code

1 Enter Fax Access Code.
Ex: 5 5 5 5

```
01-DEC-1990  15:00
                AC=
```

If the Fax Access Code you just entered coincides with the code set in the machine, the display "AC =" will disappear. If not, the machine returns to standby.

```
01-DEC-1990  15:00
            AC=████
```

```
01-DEC-1990  15:00
```

2 Now you can use the machine by normal operation.
Ex: Set a document on the ADF.

```
DOCUMENT  SET
```

3 After you complete any operation, the machine will return to standby. To use the machine again, reenter the Fax Access Code.

```
01-DEC-1990  15:00
                AC=
```

NOTE
When you enter the Fax Access Code in Step 1, the numbers are not displayed.

How to Reset Fax Access Code

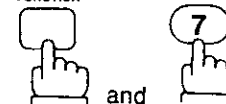**1** Enter the Fax Access Code.
Ex: 5 5 5 5

```
01-DEC-1990  15:00
                AC=
```

```
01-DEC-1990  15:00
            AC=████
```

```
01-DEC-1990  15:00
```

2 FUNCTION and 7
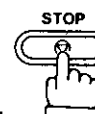
```
SET  MODE
          NO.=█
```

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3 1

```
USER  PARAMETERS
```

4 START repeatedly.

```
FAX  ACCESS  CODE
                █555
```

5 CLEAR

```
FAX  ACCESS  CODE
                ████
```

6 *, # and START

```
DATE  &  TIME
█1-12-1990  15:00
```

7 STOP

```
01-DEC-1990  15:00
```

To return to standby,

14 SPECIFICATIONS

Compatibility	CCITT Group 3 Group 2
Scanning method	Transmitter: Flat bed scanning with CIS type image sensor Receiver: Solid state thermal recording head
Document size	MAX.: 280 mm × 297 mm 280 mm × 1000 mm (with operator's assistance) MIN. : 148 mm × 70 mm
Document thickness	Single page : 0.06 mm to 0.15 mm Multiple pages : 0.08 mm to 0.13 mm
Effective scanning width	G3: 208 mm 252 mm G2: 205 mm 240 mm
Recording paper size	210 mm × 50 m
Effective recording width	G3: 208 mm G2: 205 mm
Resolution	Horizontal: G3 8 pels/mm G2 3.85 pels/mm Vertical : G3 3.85 lines/mm (STANDARD) 7.7 lines/mm (FINE) 15.4 lines/mm (SUPER FINE) G2 3.85 lines/mm
Coding scheme	MH, MR, with MWS
Modem	G3: V.29, V.27ter with fallback function, and V.21 G2: AM-PM-VSB
ADF capacity (Automatic Document Feeder)	Built-in,up to 10 sheets
Abbreviated dialing memory capacity	70 Stations (23 One-Touch keys and 3 Program keys) Each station can hold telephone numbers up-to-36-digits long (including pauses and spaces). Station names can be up to 15 characters.

Power supply	200V version: AC 200V to 240V, 50/60 Hz, Single Phase 100V version: AC 110V to 120V, 50/60 Hz, Single Phase
Power consumption	Standby: Approx. 10W Transmission: Approx. 25W Reception: Approx. 45W (Black Ratio: 10%) Copy: Approx. 50W (Black Ratio: 10%) MAX.: Approx. 95W
Dimensions	135 mm (H) × 333 mm (W) × 312 mm (D) (excluding projections)
Weight	Approx. 6.5 kg (excluding recording paper, power cord)
Operating environment	Temperature: 5 to 35°C Relative humidity: 20 to 80%

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